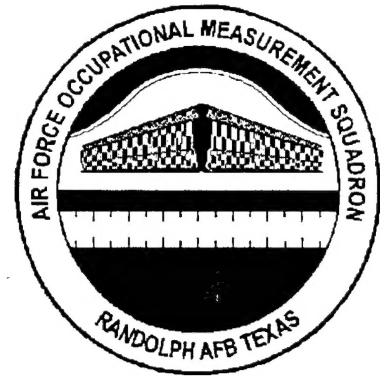
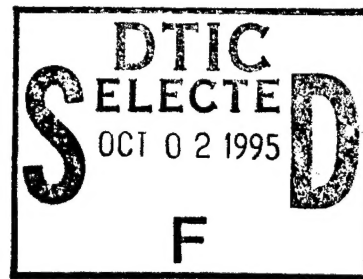


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**UNITED STATES  
AIR FORCE**

# ***OCCUPATIONAL SURVEY REPORT***

19950928 024

**SAFETY**

**AFSC 1S0X1 AND  
CIVILIAN OCCUPATIONAL SERIES 018**

**AFPT 90-241-955**

**MAY 1995**

**OCCUPATIONAL ANALYSIS PROGRAM  
AIR FORCE OCCUPATIONAL MEASUREMENT SQUADRON  
AIR EDUCATION and TRAINING COMMAND  
RANDOLPH AFB, TEXAS 78150-4449**

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## PREFACE

This report presents the results of an Air Force Occupational Survey of the AFSC 1S0X1 Safety career ladder and the related civilian career field (Occupational Series 018). Authority to conduct occupational surveys is contained in AFI 36-2623. Computer products used in this report are available for use by operations and training officials.

1Lt Kimberly G. Williams, Inventory Development Specialist, developed the survey instrument. Captain David W. Keller, Occupational Analyst, analyzed the data and wrote the final report. Mr. Wayne Fruge provided computer programming support. Major Randall C. Agee, Chief, Airman Analysis Section, Occupational Analysis Flight, Air Force Occupational Measurement Squadron, reviewed and approved this report for release.

Copies of this report are distributed to Air Staff sections, major commands, and other interested training and management personnel. Additional copies are available upon request to the Air Force Occupational Measurement Squadron, Attention: Chief, Occupational Analysis Flight (OMY), 1550 5th Street East, Randolph AFB, Texas, 78150-4449 (DSN 487-6623).

RICHARD C. OURAND, JR., Lt Col, USAF  
Commander  
Air Force Occupational Measurement  
Squadron

JOSEPH S. TARTELL  
Chief, Occupational Analysis Flight  
Air Force Occupational Measurement  
Squadron

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## SUMMARY OF RESULTS

1. Survey Coverage: The AFSC 1S0X1 Safety career ladder and the related civilian career field (Occupational Series 018) were surveyed to obtain current task and equipment data for use in examining training programs. Survey results are based on responses from 273 AFSC 1S0X1 personnel (63 percent of the assigned population) and 168 civilian Occupational Series 018 personnel. Skill levels and paygrades were well represented.
2. Career Ladder Structure: Structure analysis identified three jobs and one cluster: Safety Technician Job, Mishap Investigation Job, Missile and Explosives Safety Job, and Management and Supervision Cluster. The Safety Technician Job dominates the specialty, accounting for 83 percent of the respondents.
3. Career Ladder Progression: This is a lateral AFSC. Entering personnel must achieve at least a 5-skill level in another Air Force specialty prior to entering the Safety career ladder. Once accepted into AFSC 1S0X1, personnel follow a relatively normal career progression pattern. Five- and 7-skill level members concentrate on technical safety functions, specifically safety inspection tasks and related activities. Nine-skill level members, while performing many of the same technical safety functions, focus more heavily on managerial and supervisory functions. Chief Enlisted Manager (CEM) code members show a sharp decline in the performance of technical safety duties, and concentrate on management and supervisory duties. Since the Safety career ladder is a lateral AFSC and has very few DAFSC 1S031 members, 3-skill level members comprise less than 1 percent of the overall survey sample. For this reason, no analysis of DAFSC 1S031 personnel is included in this report.
4. Training Analysis: The Specialty Training Standard (STS) and the Plan of Instruction for course L3ALR1S031-002 (POI) are well-supported by survey data. However, there are several tasks not matched in the POI that require review for possible inclusion in the training documents.
5. Job Satisfaction Analysis: Overall, AFSC 1S0X1 and Occupational Series 018 respondents appear quite satisfied with their jobs. When compared to other lateral command support AFSCs surveyed in 1993, AFSC 1S0X1 members reported comparable ratings (AFSC members with 1-48 months time in career field (TICF) indicated slightly higher responses than respondents in the comparative sample). Additionally, AFSC 1S0X1 reenlistment intentions, across all TICF groups, were dramatically higher than the comparative sample.
6. Implications: AFMAN 36-2108 *Specialty Descriptions* for the AFSC 1S0X1 career ladder are accurate. No serious job satisfaction problems appear to exist within this specialty. AFSC 1S0X1 military reenlistment intentions are much higher than those of a comparative sample of similar Air Force personnel surveyed in 1993.

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**OCCUPATIONAL SURVEY REPORT (OSR)  
SAFETY CAREER LADDER  
AFSC 1S0X1  
AND  
CIVILIAN OCCUPATIONAL SERIES 018**

**INTRODUCTION**

This is a report of an occupational survey of the AFSC 1S0X1 Safety career ladder and the related civilian career field (Occupational Series 018) conducted by the Occupational Analysis Flight, Air Force Occupational Measurement Squadron (AFOMS). This survey will ensure current data for use in updating career ladder documents and training programs. AFSC 1S0X1 military personnel were last surveyed in 1986 (then AFSC 241X0). Civilian Occupational Series 018 personnel were not included in the 1986 study.

Background

According to AFMAN 36-2108 *Specialty Descriptions*, 5- skill level personnel conduct safety programs. Members assist in performing inspections and surveys of base areas and activities to eliminate mishap potentials. They assist in mishap investigations; operate safety education equipment; and participate in consultation activities. Seven-skill level personnel conduct and assist in supervising safety programs. They analyze mishap causes and trends; assess risk; perform evaluations, inspections, and surveys of areas and activities to eliminate mishap potentials; and perform mishap investigations. Nine-skill level and CEM code personnel manage and conduct safety programs; plan, organize, and control safety activities; perform technical safety functions; and supervise safety personnel.

The Safety career ladder is a lateral career ladder. Entrants must achieve a 5-skill level in another career ladder before entering the AFSC 1S0X1 career field. In addition, military entrants must complete an 8-week formal training course conducted at Lackland AFB, Texas.

Entry into this career ladder requires a General Armed Forces Vocational Aptitude Test Battery (ASVAB) score of at least 53. In addition, they must meet or exceed the Strength and Stamina Requirement of "G" (lifting a weight of 40 lbs).

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## SURVEY METHODOLOGY

### Inventory Development

The data collection instrument for this occupational survey was USAF Job Inventory (JI), AFPT 90-241-955, dated October 1992. A tentative task list was prepared after reviewing pertinent career ladder publications and directives and tasks from previous applicable OSRs. The preliminary task list was refined and validated through personal interviews with 34 subject-matter experts at the following locations:

<u>BASE</u>	<u>REASON FOR VISIT</u>
Lowry AFB, CO	Technical Training School
Vandenberg AFB, CA	Unique Space and Missile Mission
Travis AFB, CA	Military Airlift Mission
Barksdale AFB, LA	Nuclear Weapons Mission
F. E. Warren AFB, WY	Unique Missile Mission
Eglin AFB, FL	Systems Testing Mission
Hurlburt Field, FL	Special Operations Mission
Kelly AFB, TX	Large Industrial Complex and Civilian Workforce

Others contacted included Air Force functional and resource managers and the career field training manager.

The resulting JI contained a comprehensive listing of 349 tasks grouped under 13 duty headings, with a background section requesting such information as grade, job title, time in present job, time in service, time in career field, and job satisfaction indicators.

### Survey Administration

From April 1993 through December 1993, Military Personnel Flights at operational bases worldwide administered the inventory to all eligible DAFSC 1S0X1 and selected civilian Occupational Series 018 personnel. Members eligible for the survey consisted of the total assigned 3-, 5-, and 7-skill level population and selected Occupational Series 018 civilians, excluding the following: (1) hospitalized personnel; (2) personnel in transition for a permanent change of station; (3) personnel retiring within the time the inventories were administered to the field; and (4) personnel in their jobs less than 6 weeks. Military participants were selected from a computer-generated mailing list obtained from personnel data tapes maintained by AFMPC, Randolph Air Force Base, Texas. The mailing list for civilians was provided by the Air Force Civilian Personnel Management Center, also at Randolph.

Each individual who completed the inventory first filled in an identification and biographical information section and then checked each task performed in his or her current job. After checking tasks performed, each individual rated the tasks checked on a 9-point scale showing relative time spent on that task, compared to other tasks performed. The ratings ranged from 1 (very small amount time spent) to 9 (very large amount time spent).

To determine relative time spent for each task, all of the incumbent's ratings are assumed to account for 100 percent of time spent on the job and are summed. Each task rating is then divided by the total task ratings and multiplied by 100 to provide a relative percentage of time spent on each task.

### Survey Sample

Personnel were selected to participate in this study so as to ensure an accurate representation across skill levels and paygrades. Table 1 reflects the military and civilian distribution in the survey sample. Table 2 reflects the survey distribution by paygrade groups. As shown by both tables, the survey sample accurately reflects the overall populations of each career ladder.

<b>TABLE 1</b>	
<b>MILITARY/CIVILIAN REPRESENTATION OF TOTAL SAMPLE</b>	
TOTAL ASSIGNED MILITARY	431
TOTAL SURVEYED MILITARY	387
TOTAL MILITARY IN SAMPLE	273
PERCENT OF ASSIGNED MILITARY IN SAMPLE	63%
PERCENT OF SURVEYED MILITARY IN SAMPLE	71%
 TOTAL SURVEYED CIVILIANS	 264
TOTAL CIVILIANS IN SAMPLE	168
PERCENT OF SURVEYED CIVILIANS IN SAMPLE	64%

TABLE 2 PAYGRADE DISTRIBUTION OF MILITARY IN SAMPLE		
<u>PAYGRADE</u>	<u>PERCENT OF TOTAL MILITARY ASSIGNED</u>	<u>PERCENT OF MILITARY IN SAMPLE</u>
E-1 to E-4	8	6
E-5	29	30
E-6	33	32
E-7	23	23
E-8	5	5
E-9	2	4

In addition, Figure 1 shows an overview of all military and civilian respondents in the survey sample. As shown, the total survey sample consists of 273 military respondents (62 percent of the overall sample) and 168 civilian respondents (38 percent of the overall sample).

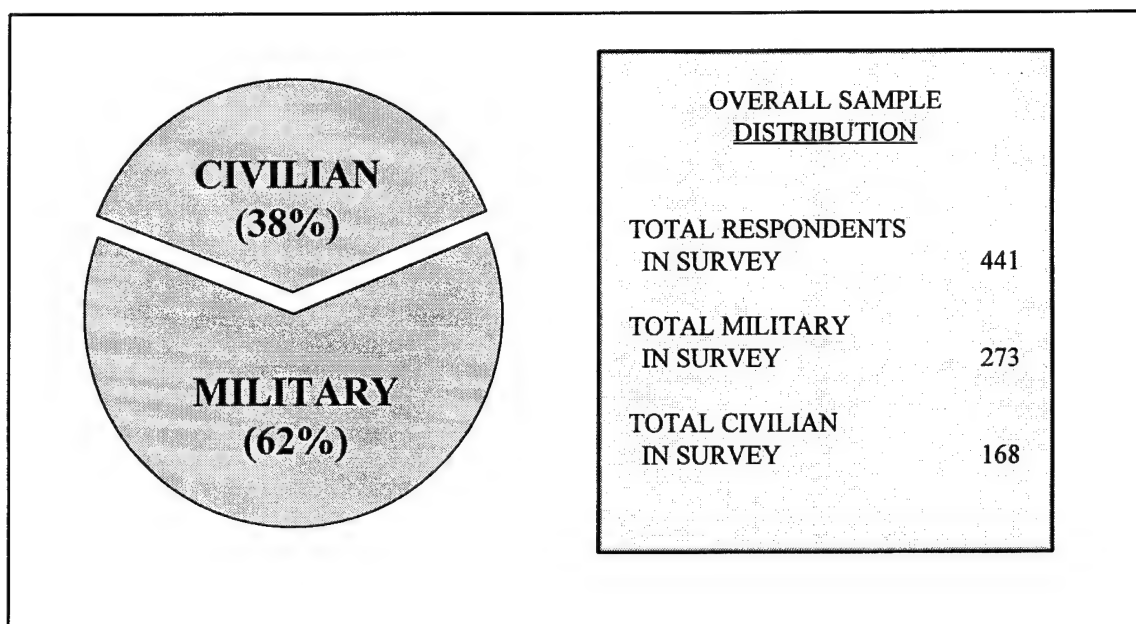


Figure 1. Overview of military and civilian respondents in survey sample

### Task Factor Administration

Job descriptions alone do not provide sufficient data for making decisions about career ladder documents or training programs. Task factor information is needed for a complete analysis of the career ladder. To obtain the needed task factor data, selected senior AFSC 1S0X1 personnel (generally E-6 or E-7 craftsmen) also completed a second booklet for either training emphasis (TE) or task difficulty (TD). The TE and TD booklets were processed separately from



the JIs. This information is used in a number of different analyses discussed in more detail within this report.

Training Emphasis (TE). Training emphasis is defined as the degree of emphasis that should be placed on each task for structured training of first-enlistment personnel. Structured training is defined as resident technical schools, field training detachments, mobile training teams, formal on-the-job training (OJT), or any other organized training method. Forty-six experienced AFSC 1S0X1 NCOs rated the tasks in the inventory on a 10-point scale ranging from 0 (no training required) to 9 (extremely high training emphasis). Overall agreement among the raters was acceptable.

The average TE rating for this study is 3.54, with a standard deviation of 1.63. Tasks with a TE rating of 5.17 or greater are considered important to train new AFSC 1S0X1 personnel to perform.

Task Difficulty (TD). Task difficulty is defined as the amount of time needed to learn to perform each task satisfactorily. Forty-eight experienced AFSC 1S0X1 supervisors rated the difficulty of the tasks in the inventory using a 9-point scale ranging from 1 (extremely low difficulty) to 9 (extremely high difficulty). Interrater agreement among these respondents was sufficiently high to combine TD ratings of both the active duty and the civilian samples. TD ratings are normally adjusted so tasks of average difficulty have a value of 5.00 and a standard deviation of 1.00. Any task with a difficulty of 6.00 or greater is considered to be difficult to learn.

When used in conjunction with the primary criterion of percent members performing, TD and TE ratings can provide insight into first-enlistment personnel training requirements. Such insights may suggest a need for lengthening or shortening portions of instruction supporting Air Force Specialty entry-level jobs.

## CAREER LADDER STRUCTURE

The first step in the analysis process is to identify the structure of career ladders in terms of the jobs performed by the respondents. The Comprehensive Occupational Data Analysis Programs (CODAP) assists by creating an individual job description for each respondent based on the tasks performed and relative amount of time spent on these tasks. The CODAP automated job clustering program then compares all the individual job descriptions, locates the two descriptions with the most similar tasks and time spent ratings, and combines them to form a composite job description. In successive stages, CODAP either adds new members to this initial group or forms new groups based on the similarity of tasks and time spent ratings.

The basic group used in the hierarchical clustering process is the job. When two or more jobs have a substantial degree of similarity in tasks performed and time spent on tasks, they are grouped together and identified as a cluster. The structure of the career ladder is then defined in terms of jobs and clusters of jobs.

### Overview of Specialty Jobs

Based on the analysis of tasks performed and the amount of time spent performing each task, three jobs and one cluster were identified within the surveyed career ladders. Figure 2 illustrates the jobs performed by AFSC 1S0X1 personnel.

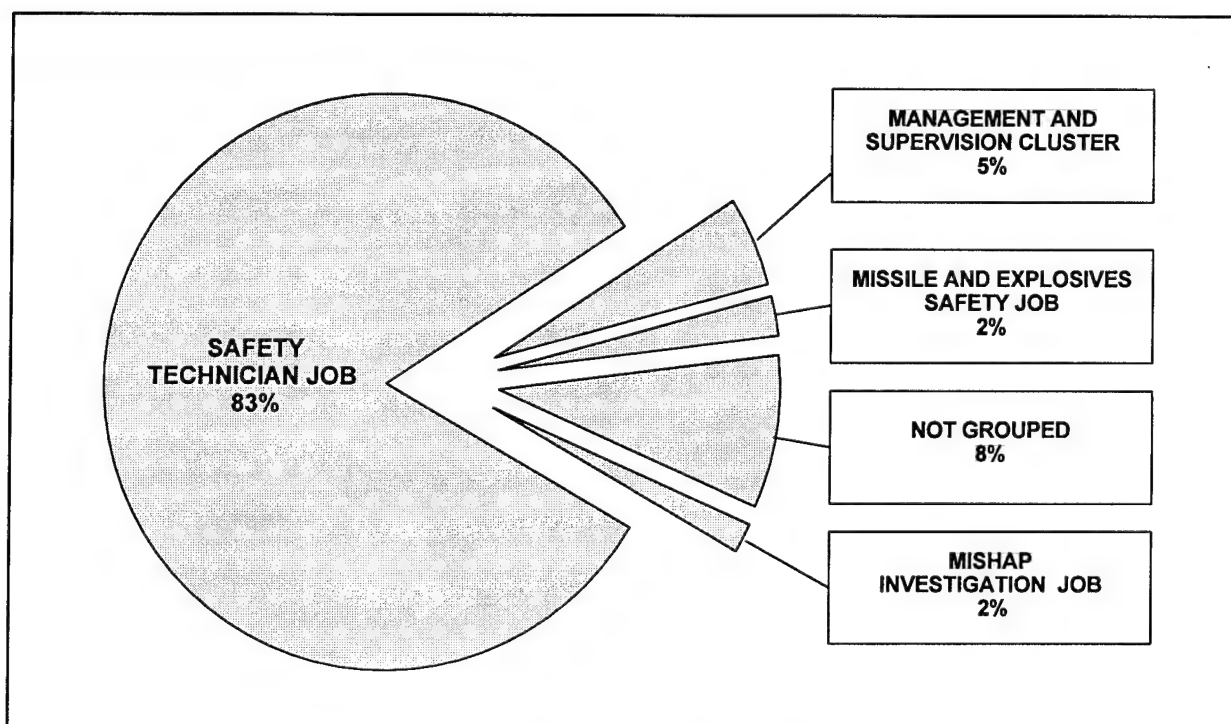


Figure 2. Identified job structure and percentages of total survey sample.

A listing of these jobs and job clusters is provided below. The stage (STG) number shown beside each title references computer-printed information; the letter "N" represents the number of personnel in each group.

- I. SAFETY TECHNICIAN JOB (STG 40, N=365)
- II. MISHAP INVESTIGATION JOB (STG 31, N=7)
- III. MISSILE AND EXPLOSIVES JOB (STG 49, N=10)
- IV. MANAGEMENT AND SUPERVISION CLUSTER (STG 24, N=21)

The respondents forming these groups account for 92 percent of the survey sample. The remaining 8 percent were performing tasks which did not group with any of the other defined jobs. Some of the job titles given by respondents which were representative of these personnel include: Safety Health Specialist, Command Safety Superintendent, Traffic Safety Manager, Safety Instructor, Titan Safety NCOIC, and Program Chief.

#### Group Descriptions

The following paragraphs contain brief descriptions of the three jobs and one cluster identified through the career ladder structure analysis. Appendix A lists representative tasks performed by identified cluster and job groups. Table 3 displays time spent on duties, while Table 4 provides demographic information for each cluster and job discussed within this report.

Another way to illustrate these jobs is to summarize tasks performed into groups of tasks (task modules). This allows for a very concise display of where job incumbents spend most of their time and develops a comprehensive overview of each job. Each job/cluster description contains a display of related task modules. This display shows the number of tasks included in a module, the average percent time spent on that module, and an average percent of members performing the particular task module. These modules were identified through CODAP coperformance clustering, which calculates the probability that members who perform one task will also perform a second task or group of related tasks. Representative task modules are listed as part of the job description. The list of modules with respective tasks is presented in Appendix B.

I. **SAFETY TECHNICIAN JOB (STG40)**. The 365 members of this job represent 83 percent of the total survey sample. This is the core work of the Safety career ladder. Personnel with the Safety Technician job spend nearly 42 percent of their time performing general safety inspection duties (see Table 3). Associated tasks include writing inspection reports and inspecting sites or facilities for compliance with safety directives and policies. Respondents in this job inspect areas for slipping hazards, electrical hazards, proper utilization and condition of personal protective equipment/clothing, and safe use of tools and equipment. In addition, members of the Safety Technician job spend 21 percent of their job time performing mishap investigation and general administration functions. On average, Safety Technician job members perform 157 tasks.

<b>SAFETY TECHNICIAN JOB</b>	
Number of members	365
Percent of total sample	83%
Average number of tasks performed	157
Average time in present job	4 yrs
Average time in career field	8 yrs
Average TAFMS	15.3 yrs
Predominant paygrades	E-5/6/7, GS-11

Representative tasks for this job include:

- Write safety inspection reports
- Inspect sites or facilities for slipping hazards
- Inspect sites or facilities for electrical hazards
- Inspect sites or facilities for utilization of personal protective equipment or clothing
- Review safety inspection follow-up actions
- Inspect sites or facilities for safety practices employed in use of tools or equipment
- Inspect administrative areas
- Inspect sites or facilities for condition of personal protective equipment or clothing
- Review AF Forms 332 (Base Civil Engineer Work Request)

Representative task modules for this job include:

<b>TM</b>	<b>Module Title</b>	<b>No. of Tasks</b>	<b>Percent Time Spent (Sum) (Cumulative)</b>	
0001	General safety functions	63	40	40
0004	Base on-site inspections	54	21	61

TABLE 3

AVERAGE PERCENT TIME SPENT ON DUTIES BY CAREER LADDER JOBS

DUTIES	SAFETY TECHNICIAN JOB (STG40)	MISHAP INVESTIGATION JOB (STG31)	MISSILE AND EXPLOSIVES SAFETY JOB (STG49)	MANAGEMENT AND SUPERVISION CLUSTER (STG24)
<b>A ORGANIZING AND PLANNING</b>	7	6	8	23
<b>B DIRECTING AND IMPLEMENTING</b>	7	9	8	20
<b>C INSPECTING AND EVALUATING</b>	5	4	5	8
<b>D TRAINING</b>	2	*	2	7
<b>E PERFORMING ADMINISTRATIVE FUNCTIONS</b>	9	14	5	11
<b>F PERFORMING GENERAL SAFETY FUNCTIONS</b>	4	4	4	9
<b>G PERFORMING GENERAL SAFETY INSPECTIONS</b>	42	18	19	3
<b>H CONDUCTING SAFETY EDUCATION</b>	4	4	2	2
<b>I PERFORMING MISHAP INVESTIGATIONS AND RELATED ACTIVITIES</b>	12	32	8	8
<b>J COORDINATING AND MAINTAINING LIAISON</b>	7	9	7	8
<b>K PERFORMING EXPLOSIVES SAFETY FUNCTIONS</b>	1	*	13	1
<b>L PERFORMING MISSILE SAFETY FUNCTIONS</b>	*	*	8	*
<b>M PERFORMING NUCLEAR SURETY PROGRAM FUNCTIONS</b>	*	*	10	*

NOTE 1: \* Denotes less than 1 percent

NOTE 2: Columns may not add up to 100 percent due to rounding

These data clearly show the emphasis of this job toward general safety duties and tasks, since incumbents spend 40 percent of their cumulative time in that one task module. As expected, base on-site inspection tasks are also highly emphasized by members of the Safety Technician job.

The majority of Safety Technician job incumbents are military (59 percent). Civilians comprise the remaining 41 percent. Table 4 shows expanded background data across career ladder jobs.

Respondents holding this job vary widely across experience levels and paygrades. For example, the average time in the AFSC 1S0X1 career field for all Safety Technician job members is just over 8 years. However, incumbents in this job range from less than 1 year to over 17 years' experience in the AFSC 1S0X1 career ladder. Survey data also show that this job is performed by personnel in military paygrades ranging from E-4 through E-8 (primarily by E-5 and E-6 personnel).

## II. MISHAP INVESTIGATION JOB (STG31).

The 7 respondents performing the Mishap Investigation job reported spending 32 percent of their time performing mishap investigations and related activities (see Table 3). An additional 32 percent of their time is spent performing general safety inspections and administrative functions. Members in the Mishap Investigation job perform many of the same tasks as members in the Safety Technician job. However, Mishap Investigation job members, on average, perform only 60 tasks -- much fewer than the average 157 tasks performed by their Safety Technician job counterparts. In addition, members of the Mishap Investigation job perform more tasks directly related to mishap reporting and analysis. The Mishap Investigation job represents 2 percent of the total survey sample.

MISHAP INVESTIGATION JOB	
Number of members	7
Percent of total sample	2%
Average number of tasks performed	60
Average time in present job	3 yrs
Average time in career field	10 yrs
Average TAFMS	14 yrs
Predominant paygrade	E-6

Representative tasks for this job include:

- Review mishap findings to determine causal factors
- Review mishap or incident reports
- Review hospital admission, disposition, or emergency treatment logs
- Review initial mishap findings to determine reportability
- Review AF Forms 332 (Base Civil Engineer Work Request)
- Interview injured persons or persons directly involved in mishaps
- Conduct mishap trend analysis
- Log civilian injury or illness data
- Prepare mishap summaries
- Review implementation of internal mishap notification procedures

TABLE 4

## SELECTED BACKGROUND DATA FOR CAREER LADDER JOBS

	SAFETY TECHNICIAN JOB	MISHAP INVESTIGATION JOB	MISSILE AND EXPLOSIVES SAFETY JOB	MANAGEMENT AND SUPERVISION CLUSTER
NUMBER IN GROUP	365	7	10	21
PERCENT OF SAMPLE	83%	2%	2%	5%
<u>DAFSC DISTRIBUTION:</u>				
IS031	1%	0%	0%	0%
IS051	15%	43%	0%	0%
IS071	40%	43%	40%	19%
IS091	3%	0%	10%	43%
IS000	0%	0%	0%	33%
Civilian	41%	14%	50%	5%
<u>PAYGRADE DISTRIBUTION:</u>				
E-1 to E-4	3%	29%	0%	0%
E-5	21%	0%	0%	0%
E-6	19%	43%	20%	14%
E-7	14%	14%	20%	24%
E-8	2%	0%	10%	24%
E-9	0%	0%	0%	33%
GS-07	1%	0%	0%	0%
GS-09	12%	0%	0%	5%
GS-11	26%	14%	50%	0%
GS-12	2%	0%	0%	0%
Average number of tasks performed	157	60	153	46
Average years TICF	8	10	11	12
Percent with 1-48 months in career field	12%	29%	10%	10%

Representative task modules for this job include:

<b>TM</b>	<b>Module Title</b>	<b>No. of Tasks</b>	<b>Percent Time Spent (Sum)</b>	<b>(Cumulative)</b>
0001	General safety functions	63	55	55
0004	Base on-site inspections	54	7	62
0002	Civilian injury/illness	4	6	68

As shown by the above data, members in the Mishap Investigation job spent over half of their job time performing tasks in the "General safety functions" module. This is clearly the dominant task module for this job as the next module, base on-site inspections, accounts for only 7 percent of incumbents' job time. The third module in terms of overall job time is the "Civilian injury/illness" module. While this module accounts for only 6 percent of incumbents' overall job time, it is comprised of only 4 tasks -- indicating that this module represents a very important, albeit small, segment of the Mishap Investigation job.

The majority of Mishap Investigation job incumbents are military (86 percent). Forty-three percent of these military members are in the grade of Technical Sergeant. Civilians comprise the remaining 14 percent. Table 4 shows expanded background data across career ladder jobs. All military respondents in this job possess a 5- or 7-skill level and are assigned to wing-, group-, or squadron-level duty positions.

**III. MISSILE AND EXPLOSIVES SAFETY JOB (STG49).** The Missile and Explosives Safety job contains 10 respondents and represents 2 percent of the total survey sample. Members of this job, in addition to performing general safety inspections, emphasize explosives safety and nuclear surety program functions. As shown in Table 3, these three duty areas represent 42 percent of Missile and Explosives Safety job members' overall job time. Respondents in this job inspect and evaluate the handling, removal, transportation, and installation of explosives. Missile and Explosives Safety job members perform an average of 153 tasks across all surveyed duty areas.

<b>MISSILE AND EXPLOSIVES SAFETY JOB</b>	
Number of members	10
Percent of total sample	2%
Average number of tasks performed	153
Average time in present job	5 yrs
Average time in career field	11 yrs
Average TAFMS	18 yrs
Predominant paygrades	E-6/7, GS-11



Representative tasks for this job include:

- Interpret policies, directives, or procedures
- Inspect explosives handling operations
- Inspect installation, removal, or transportation of explosives
- Evaluate uploading, downloading, or payload exchange of explosives
- Write safety inspection reports
- Review contingency plans
- Inspect explosives maintenance or support facilities
- Inspect explosives support equipment
- Monitor explosives hazardous operations
- Review unit safety training programs

Representative task modules for this job include:

<b>TM</b>	<b>Module Title</b>	<b>No. of Tasks</b>	<b>Percent Time Spent</b>	
			<b>(Sum)</b>	<b>(Cumulative)</b>
0001	General safety functions	63	29	29
0011	Explosives	16	14	43
0013	Nuclear weapons	19	10	53
0007	Management and administration	15	6	59
0004	Base on-site inspections	54	6	65

These data show the emphasis of this job toward general safety tasks, particularly those tasks related to explosives and nuclear weapons. Combined, these three task modules account for more than half of their cumulative job time.

The Missile and Explosive Safety job is evenly distributed between military and civilian respondents. Table 4 shows expanded background data across career ladder jobs.

Respondents holding this job are, generally, more experienced in the career ladder. No military incumbent is below the rank of Technical Sergeant (all civilian incumbents are in the paygrade of GS-11). All incumbents are assigned to wing-level duty positions.

**IV. MANAGEMENT AND SUPERVISION CLUSTER (STG24).** The 21 members of this cluster represent 5 percent of the total survey sample. Personnel in the Management and Supervision cluster represent the top echelon of the Safety career ladder. Members show a departure from technical tasks and an increased emphasis on organizing, planning, directing, and implementing duties. These duty areas represent 43 percent of incumbents' overall job time (see Table 3). Associated tasks include interpreting policies/procedures, advising commanders on safety-related topics, and performing various administrative tasks. On average, members of the Management and Supervision cluster perform fewer tasks than previously-discussed job groups (46).

<b>MANAGEMENT AND SUPERVISION CLUSTER</b>	
Number of members	21
Percent of total sample	5%
Average number of tasks performed	46
Average time in present job	3 yrs
Average time in career field	12 yrs
Average TAFMS	20 yrs
Predominant paygrades	E-9

Representative tasks for this cluster include:

- Interpret policies, directives, or procedures
- Develop safety publications
- Participate in staff meetings
- Serve as advisor to commanders on safety-related topics
- Distribute mishap briefs, mishap prevention briefs, crosstails, or safety bulletins
- Direct maintenance of administrative files
- Draft budget requirements
- Develop safety checklists
- Initiate changes for publications, other than technical orders

Representative task modules for this job include:

<b>TM</b>	<b>Module Title</b>	<b>No. of Tasks</b>	<b>Percent Time Spent (Sum)</b>	<b>Percent Time Spent (Cumulative)</b>
0001	General safety functions	63	35	35
0007	Management and administration	15	19	54
0009	First-line supervision	33	17	71

Members of the Management and Supervision cluster, like the three previously-mentioned job groups, perform tasks in the "General safety functions" module more than other identified modules (35 percent of total job time). However, members of this cluster also show a strong emphasis in the "Management and administration" and "First-line supervision" modules. Representative data for these two modules account for an additional 36 percent of the cumulative time of Management and Supervision cluster incumbents.

The overwhelming majority (95 percent) of Management and Supervision incumbents are military. Eighty percent of these military members possess a 1S091 or 1S000 DAFSC. Table 4 shows expanded background data across career ladder jobs.

Respondents in this cluster average nearly 20 years TAFMS and over 12 years TICF. Most (76 percent) are stationed in MAJCOM-level or higher duty positions.

This cluster contains two jobs. The first, the Staff Supervision job, contains eleven military members who are direct, first-line supervisors. Members in this job concentrate on supervisory, management, and training tasks, to include budget requirement and publication development. All possess a 9-skill level or CEM code. Ninety-one percent of these incumbents are at the MAJCOM level or higher. Fifty-five percent are Chief Master Sergeants.

The second job is the Safety Information Analysis and Management job. The 10 members (9 military, 1 civilian) in this group perform an average of 50 tasks. Unlike their Staff Supervision job counterparts, only 10 percent of the incumbents in the Safety Information Analysis and Management job are direct, first-line supervisors. In general, members of this job are lower in rank than members of the Staff Supervision job -- 60 percent are Technical or Master Sergeants. Respondents in the Safety Information Analysis and Management job perform many more tasks associated with mishap investigation management than members in the Staff Supervision job. These tasks include maintaining mishap statistics, trend analysis, and education summary data. Sixty percent are at the MAJCOM level or higher.

#### Comparison of Current Group Descriptions to Previous Study

The results of the specialty job analysis were compared to the previous OSR, AFPT 90-241-759, dated May 1986. Table 5 lists the major jobs identified in the current report and their equivalent jobs from the 1986 report. A review of the jobs performed by the current sample indicates that not all the job groups and clusters identified in 1986 were matched to similar job groups identified in the current report. In general, the current career field is less diverse than the 1986 one. Many jobs have become more alike over time, thus, becoming diffused within the Safety Technician job.

TABLE 5

## SPECIALTY JOB COMPARISONS BETWEEN CURRENT AND 1986 SURVEYS

<u>CURRENT JOB TITLE</u>	<u>PCT OF OVERALL SAMPLE</u>	<u>1986 SURVEY JOB TITLE</u>	<u>PCT OF OVERALL SAMPLE</u>
SAFETY TECHNICIAN JOB	83%	GENERAL SAFETY PERSONNEL CLUSTER A. Ground Safety and Mishap Investigation Personnel Job Type B. Safety Site and Facilities Inspection Personnel Job Type C. Ground Safety Managers and NCOICs Job Type D. Assistant Ground Safety and Mishap Investigation Personnel Job Type	66%
MISHAP INVESTIGATION JOB	2%	MISHAP INVESTIGATORS INDEPENDENT JOB TYPE	1%
MISSILE AND EXPLOSIVES SAFETY JOB	2%	WEAPONS/EXPLOSIVE SAFETY PERSONNEL INDEPENDENT JOB TYPE	4%
MANAGEMENT AND SUPERVISION CLUSTER	5%	NOT MATCHED	
NOT MATCHED		EQUIPMENT SAFETY INSPECTION PERSONNEL INDEPENDENT JOB TYPE	2%
NOT MATCHED		HEADQUARTERS SAFETY PERSONNEL CLUSTER A. Headquarters Safety Program Monitors Job Type B. Headquarters Safety Education and Training Personnel C. Headquarters Safety Management Personnel Job Type	11%
NOT MATCHED		SAFETY INSTRUCTORS INDEPENDENT JOB TYPE	3%
NOT GROUPED	8%	NOT GROUPED	13%

### Summary

In summary, structure analysis reveals the Safety career ladder to be highly homogeneous, with 83 percent of respondents performing similar tasks, and spending similar amounts of time on those tasks to be grouped into one job. Besides this very large Safety Technician job, the structure analysis identified two additional jobs and one cluster: Mishap Investigation job, Missile and Explosives Safety job, and Management and Supervision cluster.

## SKILL AND EXPERIENCE ANALYSIS

### Analysis of Military DAFSC Groups

An analysis of DAFSC groups, in conjunction with the analysis of the career ladder structure, is an important part of each occupational survey. DAFSC analysis examines differences in tasks performed between skill levels. This information may then be used to evaluate how well career ladder documents, such as AFMAN 36-2108 *Specialty Descriptions*, reflect what career ladder personnel are actually doing in the field.

The distribution of AFSC 1S0X1 skill-level groups across career ladder clusters and jobs is displayed in Table 6. As can be seen, very high percentages of DAFSC 1S051 and DAFSC 1S071 members are performing the core job of the career ladder, the Safety Technician job. As personnel progress through the career ladder, they begin to move into traditional management and supervisory roles. This represents a typical career progression pattern.

Table 7 offers another perspective by displaying the relative percent time spent on each duty across skill-level groups. As expected, 5- and 7-skill level groups concentrate on performing general safety inspections. Nine-skill level and CEM code members perform more supervisory and management duties. Specific skill-level group discussions are presented below.

### Descriptions and Comparisons of Military Skill-Level Groups

DAFSC 1S051. Five-skill level members perform an average of 138 tasks and average 6 years in the specialty. Most hold the grade of Staff Sergeant. Table 6 shows that 92 percent of the 63 members in this group perform the Safety Technician job. Forty-five percent of their job time is spent performing general safety inspections (see Table 7). Table 8 lists representative tasks these members perform.

DAFSC 1S071. Seven-skill level members comprise the largest group in this career ladder. Although this is unusual with most career ladders, it is common among lateral specialties. The 175 members of this group perform an average of 137 tasks and average 9 years in the career ladder. Nearly half of these members (46 percent) are Technical Sergeants. As with 5-skill level members, most 7-skill level airmen are members of the Safety Technician job (82 percent) (see Table 6). DAFSC 1S071 members spend 38 percent of their time performing general safety inspection duties (see Table 7). Table 9 lists representative tasks for these incumbents.

As Table 9 shows, DAFSC 1S071 personnel perform tasks very similar to those performed by 5-skill level members. Tasks which best distinguish 7-skill level personnel from their junior 5-skill level counterparts are presented in Table 10. As expected, the key difference between these two groups is an increased emphasis on training and supervisory functions by 7-skill level members. Examples of tasks with the greatest difference in members performing include writing Enlisted Performance Reports (EPRs), conducting staff meetings, and maintaining training records.

TABLE 6

DISTRIBUTION OF 1S0X1 SKILL-LEVEL MEMBERS  
ACROSS CAREER LADDER JOBS (PERCENT)

JOB	1S051 (N=63)	1S071 (N=175)	1S091 (N=22)	1S000 (N=10)
SAFETY TECHNICIAN JOB	92	83	50	0
MISHAP INVESTIGATION JOB	5	2	0	0
MISSILE AND EXPLOSIVES SAFETY JOB	0	2	5	0
MANAGEMENT AND SUPERVISION CLUSTER	0	2	40	70
NOT GROUPED	3	11	5	30

TABLE 7

TIME SPENT ON DUTIES BY MEMBERS OF SKILL-LEVEL GROUPS  
(RELATIVE PERCENT OF JOB TIME)

<u>DUTIES</u>	DAFSC 1S051 (N=63)	DAFSC 1S071 (N=175)	DAFSC 1S091 (N=22)	DAFSC 1S000 (N=10)
A ORGANIZING AND PLANNING	6	7	15	17
B DIRECTING AND IMPLEMENTING	6	7	14	18
C INSPECTING AND EVALUATING	5	5	8	8
D TRAINING	1	4	4	14
E PERFORMING ADMINISTRATIVE FUNCTIONS	9	9	10	8
F PERFORMING GENERAL SAFETY FUNCTIONS	4	5	6	10
G PERFORMING GENERAL SAFETY INSPECTIONS	45	38	20	9
H CONDUCTING SAFETY EDUCATION	5	4	2	1
I PERFORMING MISHAP INVESTIGATIONS AND RELATED ACTIVITIES	13	12	9	7
J COORDINATING AND MAINTAINING LIAISON	6	7	8	8
K PERFORMING EXPLOSIVES SAFETY FUNCTIONS	*	1	2	*
L PERFORMING MISSILE SAFETY FUNCTIONS	*	1	1	*
M PERFORMING NUCLEAR SURETY PROGRAM FUNCTIONS	*	*	1	*

NOTE 1: \* Denotes less than 1 percent

NOTE 2: Columns may not add up to 100 percent due to rounding



TABLE 8

## REPRESENTATIVE TASKS PERFORMED BY AFSC 1S051 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=63)
E108 Write safety inspection reports	95
G136 Inspect administrative areas	94
E100 Review AF Forms 332 (Base Civil Engineer Work Request)	92
G189 Inspect sites or facilities for electrical hazards	92
G197 Inspect sites or facilities for utilization of personal protective equipment or clothing	92
I256 Review hospital admission, disposition, or emergency treatment logs	90
I260 Review mishap or incident reports	90
G196 Inspect sites or facilities for slipping hazards	90
I241 Interview injured persons or persons directly involved in mishaps	90
G168 Inspect machinery	90
G218 Review safety inspection follow-up actions	89
G187 Inspect sites or facilities for condition of personal protective equipment or clothing	89
C47 Evaluate hazard reports	89
G169 Inspect material handling or lifting devices	89
I258 Review initial mishap findings to determine reportability	87
G195 Inspect sites or facilities for safety practices employed in use of tools or equipment	87
G156 Inspect facilities for currency of safety bulletin boards	87
H229 Conduct safety briefings	87
G190 Inspect sites or facilities for environmental health hazards	87
E98 Process AF Forms 457	87
C44 Evaluate commander or functional manager involvement in mishap prevention	86
I259 Review mishap findings to determine causal factors	86
G193 Inspect sites or facilities for operational status of emergency lighting systems	86
H232 Conduct unit safety representative safety training	86
G167 Inspect machine shops	86
G191 Inspect sites or facilities for handling or storage of hazardous materials	86
G143 Inspect battery shops	86

TABLE 9

## REPRESENTATIVE TASKS PERFORMED BY AFSC 1S071 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=175)
E108 Write safety inspection reports	90
G136 Inspect administrative areas	87
G189 Inspect sites or facilities for electrical hazards	87
C47 Evaluate hazard reports	87
C50 Evaluate personnel for compliance with work standards	86
B36 Participate in staff meetings	86
G197 Inspect sites or facilities for utilization of personal protective equipment or clothing	86
G196 Inspect sites or facilities for slipping hazards	86
G218 Review safety inspection follow-up actions	86
E100 Review AF Forms 332 (Base Civil Engineer Work Request)	84
G195 Inspect sites or facilities for safety practices employed in use of tools or equipment	84
F109 Distribute mishap briefs, mishap prevention briefs, crosstails, or safety bulletins	83
I258 Review initial mishap findings to determine reportability	83
C44 Evaluate commander or functional manager involvement in mishap prevention	82
I260 Review mishap or incident reports	82
G156 Inspect facilities for currency of safety bulletin boards	82
I259 Review mishap findings to determine causal factors	82
G187 Inspect sites or facilities for condition of personal protective equipment or clothing	82
J287 Write safety-related articles	82
H229 Conduct safety briefings	82
I241 Interview injured persons or persons directly involved in mishaps	82
G191 Inspect sites or facilities for handling or storage of hazardous materials	82
F123 Prepare mishap briefs, mishap prevention briefs, or safety bulletins	82
G135 Evaluate workplace safety briefings	81
I265 Write formal mishap reports	80
A4 Develop safety checklists	80

TABLE 10

TASKS WHICH BEST DIFFERENTIATE BETWEEN  
DAFSC 1S051 AND DAFSC 1S071 PERSONNEL  
(PERCENT MEMBERS PERFORMING)

<u>TASKS</u>	<u>1S051 (N=63)</u>	<u>1S071 (N=175)</u>	<u>DIFFERENCE</u>
G138 Inspect aircraft towing operations	70	45	25
G161 Inspect golf courses	63	42	21
G190 Inspect sites or facilities for environmental health hazards	87	66	21
G164 Inspect home child care facilities	73	52	21
G181 Inspect photo facilities	75	54	21
G148 Inspect commissary facilities	75	54	21
G163 Inspect hangar facilities	76	55	21
G153 Inspect engine shops	65	45	20
G184 Inspect recreation centers	79	59	20
C60 Write EPRs	6	30	-24
D78 Maintain training records	11	34	-23
D63 Conduct OJT	17	39	-22
A16 Review contingency plans	35	56	-21
B23 Conduct staff meetings	19	40	-21
A18 Serve as advisor to commanders on safety-related topics	54	74	-20
A2 Determine or establish logistics requirements, such as equipment, supplies, personnel, tools, or workspace	29	48	-19

DAFSC 1S091. The 22 members of this group perform an average of 112 tasks and average 12 years, 3 months, in the Safety career ladder. Ninety percent are either Master or Senior Master Sergeants. Unlike previous skill level groups, only half of DAFSC 1S091 personnel are in the Safety Technician job (see Table 6). Instead, 40 percent of these group members are members of the Management and Supervision cluster. As shown in Table 7, only 20 percent of DAFSC 1S091 members' job time is spent performing general safety inspection duties. Organizing, planning, directing, and implementing duties account for an additional 29 percent of their job time.

DAFSC 1S000. CEM code members comprise the smallest group in the career ladder. The 10 members of this group perform an average of only 48 tasks -- much fewer than previously-discussed DAFSC groups. DAFSC 1S000 members average 14 years in the career ladder and nearly 22 years TAFMS. Ninety percent are Chief Master Sergeants. Table 6 data show 70 percent of these group members are in the Management and Supervision cluster. Unlike other DAFSC groups, DAFSC 1S000 members spend only 9 percent of their time performing general safety inspection duties. Rather, duties related to directing, implementing, organizing, and planning are most frequently performed by members of this DAFSC group. Due to their mutual emphasis on management and supervision duties, DAFSC 1S091 and 1S000 members perform similar tasks. For this reason, representative tasks for these two DAFSC groups were combined and are listed in Table 11.

Tasks which best distinguish DAFSC 1S091/1S000 personnel from 7-skill level members are presented in Table 12. As expected, 7-skill level members perform more technical functions than their senior counterparts. Conversely, DAFSC 1S091/1S000 members show a marked increase in the amount of supervisory and management tasks performed. Examples of tasks with the greatest difference in members performing include writing job descriptions, assigning personnel to duty positions, writing EPRs, and drafting budget requirements.

#### AFMAN 36-2108 Specialty Descriptions Analysis

Survey data were compared to the AFMAN 36-2108 *Specialty Descriptions* for AFSC 1S0X1 Safety Specialists, Technicians, and Superintendents, dated 31 October 1994, effective 31 October 1993. The descriptions for the 5-, 7-, and 9-skill levels and CEM code members were accurate, depicting the technical aspects of the job, as well as the increase in supervisory responsibilities previously described in the DAFSC analysis. The descriptions also capture the primary responsibilities of AFSC 1S0X1 members in the applicable clusters and jobs identified by the job structure analysis process.

TABLE 11

## REPRESENTATIVE TASKS PERFORMED BY AFSC 1S091/1S000 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=32)
B35 Interpret policies, directives, or procedures	94
B36 Participate in staff meetings	91
A18 Serve as advisor to commanders on safety-related topics	88
A3 Determine work priorities	84
F109 Distribute mishap briefs, mishap prevention briefs, crosstails, or safety bulletins	78
A16 Review contingency plans	75
A7 Develop safety publications	75
A4 Develop safety checklists	75
E103 Review ground mishap and safety education summary data	72
C53 Evaluate safety-related suggestions	72
A8 Draft budget requirements	72
B22 Conduct mishap trend analysis	69
F124 Research technical publications or manuals	69
A11 Plan or schedule work assignments	69
C44 Evaluate commander or functional manager involvement in mishap prevention	69
E104 Review safety awards	69
C60 Write EPRs	69
A13 Prepare or update office operating instructions	69
A19 Write job descriptions	69
B34 Indoctrinate newly assigned personnel	69
F123 Prepare mishap briefs, mishap prevention briefs, or safety bulletins	66
A2 Determine or establish logistics requirements, such as equipment, supplies, personnel, tools, or workspace	66
B26 Develop work methods or procedures	63
J287 Write safety-related articles	63
B24 Counsel personnel on personal or military-related problems	63
A1 Assign personnel to duty positions	63

TABLE 12

TASKS WHICH BEST DIFFERENTIATE BETWEEN  
DAFSC 1S071 AND DAFSC 1S091/1S000 PERSONNEL  
(PERCENT MEMBERS PERFORMING)

TASKS	AFSC 1S071 (N=175)	AFSC 1S091/ 1S000 (N=32)	DIFFERENCE
G189 Inspect sites or facilities for electrical hazards	87	25	62
H232 Conduct unit safety representative safety training	73	16	57
G191 Inspect sites or facilities for handling or storage of hazardous materials	81	25	56
G196 Inspect sites or facilities for slipping hazards	86	31	55
I241 Interview injured persons or persons involved in mishaps	82	28	54
H229 Conduct safety briefings	82	28	54
G203 Inspect vehicle operators for seat belt usage	75	22	53
E100 Review AF Forms 332 (Base Civil Engineer Work Request)	84	31	53
G195 Inspect sites or facilities for safety practices employed in use of tools or equipment	84	31	53
A19 Write job descriptions	19	69	-49
A1 Assign personnel to duty positions	21	63	-42
C60 Write EPRs	30	69	-39
A8 Draft budget requirements	33	72	-39
D82 Select individuals for specialized training	21	53	-33
C48 Evaluate job descriptions	21	53	-33
A17 Schedule leaves or passes	27	59	-33
D83 Serve as training advisor at staff level	10	41	-31
B31 Implement cost-reduction programs	12	41	-29
B43 Supervise Safety Technicians (AFSC 1S071)	15	44	-28
J267 Coordinate changes in technical publications with appropriate agencies	28	56	-28

### Analysis of Civilian Paygrade Groups

As with the military DAFSC analysis, an analysis of civilian paygrade groups, in conjunction with the analysis of the career ladder structure, reflect what these personnel are actually doing in the field. Civilian skill and experience analysis examines differences in tasks performed between identified paygrade groups.

The distribution of Occupational Series 018 civilian paygrade groups across career ladder clusters and jobs is displayed in Table 13. As can be seen, very high percentages of these members are performing the core job of the career ladder, the Safety Technician job. Civilians do not mirror the military career progression pattern, where members follow a typical path from technical duties to management and supervision duties. Rather, most civilian Occupational Series 018 personnel tend to remain in the Safety Technician job as they progress -- even as their responsibilities increase.

Table 14 offers another perspective by displaying the relative percent time spent on each duty across civilian paygrade groups. As expected, all identified groups concentrate on performing general safety inspections. In addition, GS-12 members show an increase in duties related to organization, planning, and coordinating liaison. Specific paygrade group discussions are presented below.

### Descriptions and Comparisons of Civilian Paygrade Groups

GS-07. GS-07 personnel perform fewer tasks than all other surveyed civilian groups (85). These members average just over 2 years in their current Occupational Series. Table 13 shows that 4 of the 6 members in this group perform the Safety Technician job. Forty-eight percent of their job time is spent performing general safety inspections (see Table 14). An additional 11 percent of their job time is spent performing mishap investigations.

GS-09. The 47 members of this group perform an average of 173 tasks and average 6 years, 5 months, in their current Occupational Series. As with GS-07 members, Table 13 indicates most GS-09 personnel are members of the Safety Technician job (94 percent). Table 14 data show these members spend 40 percent of their time performing general safety inspection duties.

Due to their mutual emphasis on general safety inspection duties, GS-07 and GS-09 members perform similar tasks. For this reason, representative tasks for these two groups were combined and are listed in Table 15. Representative tasks for GS-07/GS-09 groups members include inspecting sites for slipping hazards, interviewing persons involved in mishaps, and writing safety inspection reports.

GS-11. This is the largest civilian paygrade group represented in the survey sample. These members average 152 tasks performed and 8 years, 6 months in their current Occupational Series. Table 13 data show 88 percent of the 108 members in this group perform the Safety

TABLE 13

DISTRIBUTION OF CIVILIAN OCCUPATIONAL SERIES 018 MEMBERS  
ACROSS CAREER LADDER JOBS (PERCENT)

<u>JOB</u>	GS-07 (N=6)	GS-09 (N=47)	GS-11 (N=108)	GS-12 (N=4)
SAFETY TECHNICIAN JOB	67	94	88	100
MISHAP INVESTIGATION JOB	0	0	1	0
MISSILE AND EXPLOSIVES SAFETY JOB	0	0	5	0
MANAGEMENT AND SUPERVISION CLUSTER	0	2	0	0
NOT GROUPED	33	4	6	0



TABLE 14

TIME SPENT ON DUTIES BY MEMBERS OF CIVILIAN OCCUPATIONAL SERIES 018 GROUPS  
(RELATIVE PERCENT OF JOB TIME)

<b>DUTIES</b>	<b>GS-07 (N=6)</b>	<b>GS-09 (N=47)</b>	<b>GS-11 (N=108)</b>	<b>GS-12 (N=4)</b>
<b>A</b> ORGANIZING AND PLANNING	8	7	7	11
<b>B</b> DIRECTING AND IMPLEMENTING	5	7	7	5
<b>C</b> INSPECTING AND EVALUATING	5	4	5	7
<b>D</b> TRAINING	*	2	3	3
<b>E</b> PERFORMING ADMINISTRATIVE FUNCTIONS	8	8	9	4
<b>F</b> PERFORMING GENERAL SAFETY FUNCTIONS	5	5	5	4
<b>G</b> PERFORMING GENERAL SAFETY INSPECTIONS	48	40	38	19
<b>H</b> CONDUCTING SAFETY EDUCATION	3	6	3	2
<b>I</b> PERFORMING MISHAP INVESTIGATIONS AND RELATED ACTIVITIES	11	11	12	8
<b>J</b> COORDINATING AND MAINTAINING LIAISON	7	8	8	28
<b>K</b> PERFORMING EXPLOSIVES SAFETY FUNCTIONS	*	2	2	9
<b>L</b> PERFORMING MISSILE SAFETY FUNCTIONS	*	*	1	*
<b>M</b> PERFORMING NUCLEAR SURETY PROGRAM FUNCTIONS	*	*	*	*

NOTE 1: \* Denotes less than 1 percent

NOTE 2: Columns may not add up to 100 percent due to rounding

TABLE 15

REPRESENTATIVE TASKS PERFORMED BY OCCUPATIONAL SERIES 018  
GS-07/GS-09 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=53)
G196 Inspect sites or facilities for slipping hazards	94
I241 Interview injured persons or persons directly involved in mishaps	94
G136 Inspect administrative areas	94
B36 Participate in staff meetings	92
E108 Write safety inspection reports	92
G197 Inspect sites or facilities for utilization of personal protective equipment or clothing	91
G195 Inspect sites or facilities for safety practices employed in use of tools or equipment	91
C47 Evaluate hazard reports	91
E98 Process AF Forms 457	91
E100 Review AF Forms 332 (Base Civil Engineer Work Request)	89
F123 Prepare mishap briefs, mishap prevention briefs, or safety bulletins	89
G187 Inspect sites or facilities for condition of personal protective equipment or clothing	89
H229 Conduct safety briefings	89
G189 Inspect sites or facilities for electrical hazards	89
G168 Inspect machinery	89
I260 Review mishap or incident reports	89
G156 Inspect facilities for currency of safety bulletin boards	89
J287 Write safety-related articles	89
C53 Evaluate safety-related suggestions	89
G203 Inspect vehicle operators for seat belt usage	87
G218 Review safety inspection follow-up actions	87
I265 Write formal mishap reports	87
G167 Inspect machine shops	87
G221 Review unit safety training programs	87
I258 Review initial mishap findings to determine reportability	87
J274 Coordinate mishap investigations with appropriate agencies	87

Technician job. Performing general safety inspections accounts for 38 percent of their overall job time (see Table 14).

GS-12. The 4 members of this group perform an average of 119 tasks and average nearly 9 years in their current Occupational Series. While all surveyed GS-12 personnel are members of the Safety Technician job (see Table 13), Table 14 indicates these members show an increase in management and supervisory duties, including coordinating and maintaining liaison.

Due to the small number of GS-12 respondents in the survey sample, tasks for GS-11 and GS-12 paygrade groups were combined and are presented in Table 16. Representative tasks for this groups include inspecting sites for electrical hazards, writing safety inspection reports, and reviewing mishap findings to determine causal factors.

Tables 15 and 16 show that GS-07/GS-09 and GS-11/GS-12 members perform many of the same tasks. However, Table 17 identifies tasks which best differentiate between these two groups. As expected, GS-11/GS-12 personnel perform more management and supervisory functions than GS-07/GS-09 members.

TABLE 16

REPRESENTATIVE TASKS PERFORMED BY OCCUPATIONAL SERIES 018  
GS-11/GS-12 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=112)
G189 Inspect sites or facilities for electrical hazards	95
E108 Write safety inspection reports	93
I259 Review mishap findings to determine causal factors	91
I241 Interview injured persons or persons directly involved in mishaps	91
G195 Inspect sites or facilities for safety practices employed in use of tools or equipment	90
G196 Inspect sites or facilities for slipping hazards	90
G218 Review safety inspection follow-up actions	89
G187 Inspect sites or facilities for condition of personal protective equipment or clothing	89
C53 Evaluate safety-related suggestions	89
G197 Inspect sites or facilities for utilization of personal protective equipment or clothing	88
J280 Coordinate safety inspections with appropriate agencies	88
I260 Review mishap or incident reports	88
G169 Inspect material handling or lifting devices	88
G191 Inspect sites or facilities for handling or storage of hazardous materials	87
C47 Evaluate hazard reports	87
F123 Prepare mishap briefs, mishap prevention briefs, or safety bulletins	85
G160 Inspect machinery	85
G136 Inspect administrative areas	85
G167 Inspect machine shops	85
J274 Coordinate mishap investigations with appropriate agencies	85
B35 Interpret policies, directives, or procedures	84
E98 Process AF Forms 457	84
J287 Write safety-related articles	84
E100 Review AF Forms 332 (Base Civil Engineer Work Request)	83
A9 Monitor hazard reporting systems	83
G133 Evaluate lock out/tag out procedures	83

TABLE 17

TASKS WHICH BEST DIFFERENTIATE BETWEEN OCCUPATIONAL SERIES 018  
GS-07/GS-09 MEMBERS AND GS-11/GS-12 MEMBERS  
(PERCENT MEMBERS PERFORMING)

<u>TASKS</u>	GS-07/ GS-09 (N=53)	GS-11/ GS-12 (N=112)	<u>DIFFERENCE</u>
H227 Conduct local conditions traffic safety courses (Course II)	74	36	38
G158 Inspect flightline servicing areas	77	50	27
G163 Inspect hangar facilities	85	58	27
G179 Inspect parachute shops	66	39	27
H231 Conduct supervisor safety training	79	53	26
H233 Coordinate maintenance or procurement of safety materials with audiovisual	62	37	25
G138 Inspect aircraft towing operations	73	48	25
H234 Develop safety education courses	60	36	24
G176 Inspect nondestructive inspection (NDI) shops	75	51	24
A3 Determine work priorities	53	82	-29
C52 Evaluate requests for variance from established safety procedures	55	77	-22
C59 Write civilian performance appraisals	6	25	-19

## TRAINING ANALYSIS

Occupational surveys provide information which can be useful in the development and revision of relevant training programs. For lateral career ladders, entry-level analysis is primarily directed at members with 1-48 months time in the Safety career field (TICF). Factors used to evaluate entry-level AFSC 1S0X1 training include duties being performed by members across career ladder jobs, percentages of members performing specific tasks, ratings of how much training emphasis (TE) tasks should receive in formal training, and relative task difficulty (TD) ratings.

### Initial Assignment (1-48 Months TICF) Analysis

In this study, there are 60 AFSC 1S0X1 members with 1-48 months TICF, representing 22 percent of all surveyed military AFSC 1S0X1 personnel (14 percent of the total survey sample). Seventy-three percent of these members are in the core job of the career ladder, the Safety Technician job. Figure 3 represents the job structure for these members.

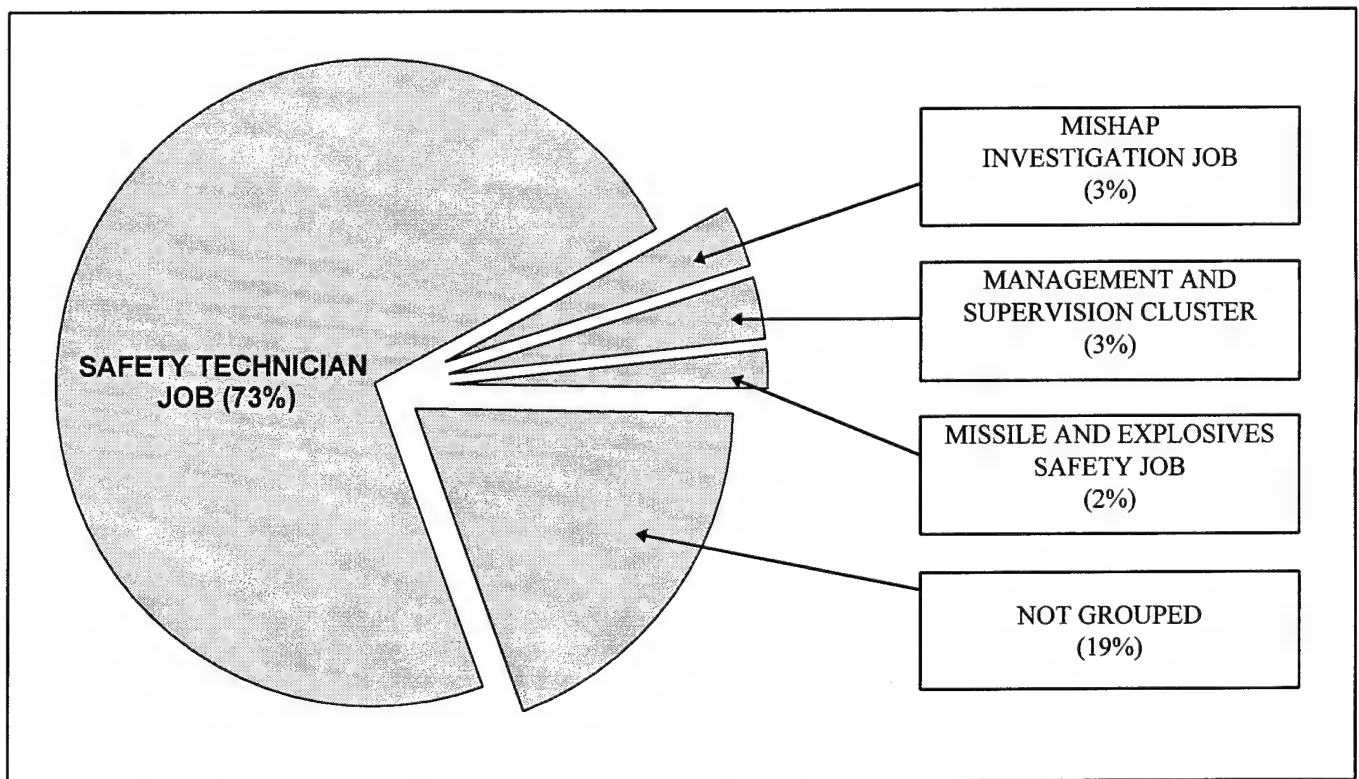


Figure 3. AFSC 1S0X1 members with 1-48 months TICF (N=60) across career ladder clusters and jobs.

Table 18 shows 1-48 months TICF personnel spend approximately 62 percent of their time performing technical duties such as performing general safety inspections and mishap

investigations. Table 19 displays representative tasks performed by AFSC 1S0X1 personnel with 1-48 months TICF.

#### Training Emphasis (TE) and Task Difficulty (TD) Data

TE and TD data are secondary task factors that can help training development personnel decide which tasks to emphasize for entry-level training. These ratings, based on the judgments of senior career ladder NCOs at operational units, provide a rank-ordering of those tasks considered important for airmen with 1-48 months TICF (TE) and a measure of the relative difficulty of those tasks (TD). When combined with data on the percentages of entry-level personnel performing tasks, comparisons can be made to determine if training adjustments are necessary. For example, tasks receiving high ratings on both task factors (TE and TD), accompanied by moderate to high percentages performing, may warrant resident training. Those tasks receiving high task factor ratings, but low percentages performing, may be more appropriately planned for OJT programs within the career ladder. Low task factor ratings may highlight tasks best omitted from training for new personnel. These decisions must be weighed against percentages of personnel performing the tasks, command concerns, and criticality of the tasks.

To assist training development personnel, AFOMS developed a computer program that uses these task factors and the percentage of 1-48 months TICF personnel performing tasks to produce Automated Training Indicators (ATI). ATI correspond to training decisions listed and defined in the Training Decision Logic Table found in Attachment 1, ATCR 52-22. ATI allow training developers to quickly focus attention on those tasks which are most likely to qualify for resident course consideration.

Tasks having the highest TE ratings for AFSC 1S0X1 personnel with 1-48 months TICF are listed in Table 20. Included for each task are the percentage of 1-24 months TICF performing the task, the percentage of 1-48 months TICF performing the task, and the TD rating. As illustrated in Table 20, tasks with the highest TE ratings deal with writing mishap and inspection reports, interviewing persons involved in mishaps, and reviewing drawings, layouts, or blueprints of work areas. These tasks are performed by high percentages of 1-24 months TICF and 1-48 months TICF personnel.

Table 21 lists the tasks having the highest TD ratings. The percentages of 1-24 months TICF, 1-48 months TICF, 5-skill level, 7-skill level personnel performing, and TE ratings are also included for each task. Most tasks with high TD ratings are technical functions dealing with nuclear weapons, missiles, or explosives safety. For this reason, the majority of tasks with high TD ratings have low TE ratings and are performed by relatively low percentages of 1-24 months TICF, 1-48 months TICF, 5-skill level, and 7-skill level members. Tasks with high TD ratings, high percentages of members performing, and high TE ratings deal with writing formal mishap reports, reviewing drawings and layouts of work areas, and planning base safety programs.

TABLE 18

RELATIVE PERCENT OF TIME SPENT ACROSS DUTIES BY  
AFSC 1S0X1 PERSONNEL WITH 1-48 MONTHS TIME IN CAREER FIELD (TICF)

<u>DUTIES</u>	<u>PERCENT TIME SPENT</u>
<b>A</b> ORGANIZING AND PLANNING	6
<b>B</b> DIRECTING AND IMPLEMENTING	6
<b>C</b> INSPECTING AND EVALUATING	5
<b>D</b> TRAINING	2
<b>E</b> PERFORMING ADMINISTRATIVE FUNCTIONS	8
<b>F</b> PERFORMING GENERAL SAFETY FUNCTIONS	4
<b>G</b> PERFORMING GENERAL SAFETY INSPECTIONS	44
<b>H</b> CONDUCTING SAFETY EDUCATION	6
<b>I</b> PERFORMING MISHAP INVESTIGATIONS AND RELATED ACTIVITIES	12
<b>J</b> COORDINATING AND MAINTAINING LIAISON	6
<b>K</b> PERFORMING EXPLOSIVES SAFETY FUNCTIONS	1
<b>L</b> PERFORMING MISSILE SAFETY FUNCTIONS	*
<b>M</b> PERFORMING NUCLEAR SURETY PROGRAM FUNCTIONS	*

NOTE 1: \* Denotes less than 1 percent

NOTE 2: Time Spent does not total 100 percent due to rounding



TABLE 19

REPRESENTATIVE TASKS PERFORMED BY  
AFSC 1S0X1 PERSONNEL WITH 1-48 MONTHS TIME IN CAREER FIELD (TICF)

<u>TASKS</u>	PERCENT MEMBERS PERFORMING (N=60)
E100 Review AF Forms 332 (Base Civil Engineer Work Request)	92
G136 Inspect administrative areas	88
E108 Write safety inspection reports	87
G156 Inspect facilities for currency of safety bulletin boards	87
B36 Participate in staff meetings	87
G189 Inspect sites or facilities for electrical hazards	85
G196 Inspect sites or facilities for slipping hazards	83
G197 Inspect sites or facilities for utilization of personal protective equipment or clothing	82
G173 Inspect motor vehicle maintenance shops	82
G168 Inspect machinery	82
I256 Review hospital admission, disposition, or emergency treatment logs	80
I241 Interview injured persons or persons directly involved in mishaps	80
G193 Inspect sites or facilities for operational status of emergency lighting systems	80
G195 Inspect sites or facilities for safety practices employed in use of tools or equipment	80
G218 Review safety inspection follow-up actions	80
G187 Inspect sites or facilities for condition of personal protective equipment or clothing	80
G147 Inspect club facilities	80
G203 Inspect vehicle operators for seat belt usage	80
G141 Inspect auto hobby shops	80
G145 Inspect carpentry shops	80
G142 Inspect base child care centers	80
G140 Inspect athletic fields	80
G143 Inspect battery shops	80
H227 Conduct local conditions local safety courses (Course II)	78
H229 Conduct safety briefings	78
G221 Review unit safety training programs	78
G191 Inspect sites or facilities for handling or storage of hazardous materials	78
C47 Evaluate hazard reports	78
G139 Inspect arts and crafts centers	78
G169 Inspect material handling or lifting devices	78

TABLE 20

## TASKS WITH HIGHEST TRAINING EMPHASIS RATINGS

	TRG EMP	PERCENT MEMBERS PERFORMING		TSK DIF
		1-24 MOS	1-48 MOS	
I265	7.52	73	75	6.96
E108	7.52	85	87	5.85
I241	7.33	81	80	5.69
E95	7.22	65	68	5.97
G133	6.87	69	68	5.34
J286	6.85	31	47	6.91
G130	6.70	46	55	6.20
I259	6.70	69	72	5.60
E98	6.65	77	80	4.48
G191	6.54	73	78	6.47
J285	6.52	35	48	6.87
G146	6.41	77	75	6.10
G189	6.41	81	85	5.70
G132	6.39	35	53	5.54
G160	6.37	58	58	6.00
G167	6.35	81	77	6.04
G145	6.30	77	80	5.45
E93	6.28	65	75	5.32
G168	6.26	85	82	6.18

TE MEAN = 3.54; S.D. = 1.63 (HIGH = 5.17)

TD MEAN = 5.00; S.D. = 1.00

TABLE 21

## TASKS WITH HIGHEST TASK DIFFICULTY RATINGS

TASKS	TSK DIF	PERCENT MEMBERS PERFORMING				TRG EMP
		1-24 MOS.	1-48 MOS	5- LVL	7- LVL	
M335	7.81	4	2	0	3	2.43
M346	7.49	4	2	0	3	2.48
D68	7.27	4	5	5	10	1.70
M344	7.08	4	2	0	2	2.39
K289	7.01	8	10	8	11	3.07
D69	7.00	8	12	5	17	2.26
I265	6.96	73	75	84	80	7.52
J286	6.91	31	47	48	58	6.85
M348	6.87	4	2	0	2	1.78
A10	6.87	42	48	46	49	3.61
J285	6.87	35	48	54	58	6.52
M349	6.85	4	2	0	3	1.46
L307	6.74	0	0	0	0	1.61
M336	6.74	4	2	2	2	1.96
B39	6.70	12	8	0	7	1.07
A8	6.66	23	28	19	33	1.63
M347	6.64	4	2	0	2	1.65
C52	6.61	27	42	32	43	3.37

TD MEAN = 5.00; S.D. = 1.00

TE MEAN = 3.54; S.D. = 1.63 (HIGH = 5.17)

Various lists of tasks, accompanied by TE and TD ratings, are contained in the TRAINING EXTRACT package and should be reviewed in detail by technical school personnel. For a more detailed explanation of TE and TD ratings, see Task Factor Administration in the **SURVEY METHODOLOGY** section of this report.

### Specialty Training Standard (STS) Analysis

A comprehensive review of the AFSC 1S0X1 draft STS, dated December 1994, was made by comparing survey data to STS elements. To assist in the examination of the STS, technical school subject matter experts (SMEs) from Lackland AFB matched job inventory tasks to appropriate sections and subsections of the STS. Elements with performance objectives were reviewed in terms of TE, TD, and percent members performing information, using the guidance provided in AFI 36-2623 and AETCR 52-22. Typically, tasks performed by 20 percent or more personnel in appropriate experience or skill-level groups, such as entry-level respondents (1-48 months TICF), and 5- and 7- skill level groups, should be considered for inclusion in the STS. Likewise, tasks with less than 20 percent performing in all of these groups should be considered for deletion. STS paragraphs containing general knowledge information, mandatory entries, or basic supervisory responsibilities were not examined.

Survey data indicate the STS is well-constructed and provides comprehensive coverage of the work performed by personnel in this career ladder. Nearly all of the essential paragraphs and subparagraphs were adequately supported.

All unsupported STS items, along with accompanying job inventory tasks and survey data, are listed in Table 22. Training personnel and SMEs should review these items, as well as accompanying training documents, to determine if inclusion in future revisions is warranted.

Tasks not matched to any element of the STS are listed at the end of the computer listing located in associated training documents. These were reviewed to determine if any tasks concentrate around particular functions or jobs. Most of the unreferenced tasks are managerial or supervisory in nature and not normally matched to an STS. Survey data indicate all technical tasks with high TE ratings, performed by 20 percent or more criterion group members, were included in the STS.

### Plan of Instruction (POI) Analysis

Technical school SMEs matched job inventory tasks to POI L3ALR1S031-002, dated 9 January 1995, training objectives. Objectives were evaluated in a method similar to the STS analysis, as percent members performing data for entry-level personnel, TE, and TD ratings were examined.

TABLE 22

## EXAMPLES OF STS ITEMS NOT SUPPORTED BY SURVEY DATA

STS ITEM/TASK	TNG EMP	PERCENT MEMBERS PERFORMING				TSK DIF
		1-24 MOS	1-48 MOS	5- LVL	7- LVL	
<b>7g(1)(c) Aircraft Parking</b>						
F125 Review aircraft parking plans	3.28	12	13	11	18	5.77
<b>7g(3) Site Plans</b>						
K289 Coordinate development of explosives site plans	3.07	8	10	8	11	6.57
K303 Review explosives site plans	2.93	4	10	8	13	6.58
K298 Maintain explosives site plans	2.41	4	10	8	10	5.39
<b>11a(2) Missile systems</b>						
L319 Inspect workages or man-lift systems	3.41	4	2	2	4	5.77
L327 Verify lifting device certifications	3.15	8	3	2	7	5.62
L318 Inspect propellant or missile storage or transfer areas	3.13	4	2	0	4	6.07
L313 Inspect missile facility maintenance	2.98	4	2	0	4	5.85
L312 Inspect installation, removal, or transportation of weapons or space systems	2.93	4	2	0	5	6.17
L314 Inspect missile launch control facilities	2.89	4	2	0	4	5.86

TD MEAN = 5.00; S.D. = 1.00;

TE MEAN = 2.77; S.D. = 2.02 (HIGH = 4.79)

TABLE 22 (Continued)

## EXAMPLES OF STS ITEMS NOT SUPPORTED BY SURVEY DATA

STS ITEM/TASK	TNG EMP	PERCENT MEMBERS PERFORMING				TSK DIF
		1-24 MOS	1-48 MOS	5- LVL	7- LVL	
<b>11a(2) Missile systems (Continued)</b>						
L315 Inspect missile maintenance or support facilities	2.89	4	2	2	7	6.02
L329 Verify use of safety belts, harnesses, or lanyards during launching tube or duct operations	2.87	8	3	3	6	4.58
L317 Inspect missile support equipment	2.83	4	2	0	7	5.67
L309 Evaluate propellant transfer or servicing operation procedures	2.76	4	2	0	2	6.08
<b>11a(4) Waivers</b>						
K288 Coordinate development of explosives safety waivers with appropriate agencies	2.80	4	10	6	10	6.57
<b>11a(7) Licenses</b>						
K297 Maintain AF Forms 2047 (Explosives Facility License)	2.96	4	13	8	16	5.13

TD MEAN = 5.00; S.D. = 1.00;

TE MEAN = 3.54; S.D. = 1.63 (HIGH = 5.17)

POI blocks, units of instruction, and criterion objectives were compared against guidance provided by AETCR 52-22 (30 percent or more criterion entry-level personnel performing trained tasks). In accordance with this guidance, tasks trained in the course not meeting these criteria should be considered for elimination from formal course training if not justified on some other acceptable basis. POI L3ALR1S031-002 analysis revealed no unsupported objectives. However, several technical tasks, performed by over 30 percent of entry-level personnel, were not matched to the POI. Examples of these tasks with survey data are listed in Table 23. The majority of these tasks involve administrative, coordination, and liaison functions. Training personnel and SMEs should review these and other unreferenced tasks to determine if these areas should be incorporated into the formal course.

TABLE 23

EXAMPLES OF TECHNICAL TASKS PERFORMED BY 30 PERCENT OR MORE  
ENTRY-LEVEL PERSONNEL AND NOT REFERENCED TO THE POI

TASKS	TNG EMP	PERCENT MEMBERS PERFORMING			TSK DIF
		1-24 MOS	1-48 MOS	GS-7 GS-9	
E95 Prepare initial or interim mishap reports	7.22	65	68	85	5.97
J286 Review drawings, layouts, or specifications of work areas	6.85	31	47	64	6.91
I259 Review mishap findings to determine causal factors	6.70	69	72	83	5.60
J285 Review blueprints or specifications of buildings	6.52	35	48	77	6.87
G132 Evaluate job safety analysis	6.39	35	53	66	5.54
E93 Make entries on mishap report forms, such as AFTO Form 711 series	6.28	65	75	72	5.32
E89 Maintain AF Forms 457 (USAF Hazard Report)	6.07	58	63	77	4.35
J287 Write safety-related articles	5.46	73	75	89	5.62
E88 Maintain AF Forms 3 (Hazard Abatement Plan) or comparable forms	5.39	42	52	68	4.76
E100 Review AF Forms 332 (Base Civil Engineer Work Request)	5.33	92	92	89	3.46
E92 Maintain logs of civilian injury or illness data	5.26	38	50	74	4.03
H227 Conduct local conditions local safety courses (Course II)	4.91	69	78	74	4.04
F124 Research technical publications or manuals	4.87	65	55	81	5.12
E86 Log civilian injury or illness data	4.72	42	57	75	4.37
G135 Evaluate workplace safety briefings	4.70	58	67	79	4.13
E91 Maintain ground mishap and safety education summary data	4.67	46	57	62	4.12
J274 Coordinate mishap investigations with appropriate agencies	4.54	69	63	87	5.05
J280 Coordinate safety inspections with appropriate agencies	4.09	65	65	81	4.13
J268 Coordinate civilian injuries with base civilian personnel offices (CPOs)	3.93	31	45	74	4.50

TD MEAN = 5.00; S.D. = 1.00

TE MEAN = 2.77; S.D. = 2.02 (HIGH = 4.79)



## JOB SATISFACTION ANALYSIS

An examination of job satisfaction indicators can be very useful for career ladder managers as they attempt to determine possible factors affecting job performance of career ladder airmen. Job satisfaction data can be expanded to provide indications of general attitudes within specific DAFSC groups.

With this in mind, job satisfaction responses for military AFSC 1S0X1 personnel were analyzed and provide the following comparisons: (1) among TICF groups of the AFSC 1S0X1 career ladder and a comparative sample of other lateral command support personnel surveyed in 1993 and (2) between current and previous AFSC 1S0X1 TICF groups.

Table 24 shows the comparison of TICF group data of AFSC 1S0X1 personnel to a comparative sample of other lateral command support AFSCs surveyed the previous calendar year. These data give a relative measure of how AFSC 1S0X1 personnel job satisfaction responses compare with similar Air Force specialties. Overall, job satisfaction for all three Safety TICF groups is generally positive. AFSC 1S0X1 members with 1-48 months TICF indicated higher levels of satisfaction in all categories. All AFSC 1S0X1 TICF groups indicated substantially higher reenlistment intentions than their comparative sample counterparts.

An indication of changes in job satisfaction perceptions within the career ladder is provided in Table 25, which presents TICF group data for current survey respondents and data from respondents to the last OSR of the AFSC 1S0X1 career ladder in 1986 (then AFSC 241X0). Generally, job satisfaction perceptions have remained fairly constant for all TICF groups when compared to the 1986 sample.

Job satisfaction data for civilian Occupational Series 018 are provided at Table 26. In general, members across all paygrades indicated very positive job satisfaction responses.

In addition, job satisfaction data for identified job groups and clusters are provided at Table 27. Again, members across all identified groups provided generally positive job satisfaction responses. Members of the Mishap Investigation job, however, reported much lower responses when referring to the sense of accomplishment received from their job when compared to other job groups and clusters.

TABLE 24

COMPARISON OF JOB SATISFACTION INDICATORS FOR AFSC 1S0X1 TAFMS GROUPS IN  
CURRENT STUDY TO A COMPARATIVE SAMPLE (PERCENT MEMBERS RESPONDING)

	1-48 MONTHS T1CF		49-96 MONTHS T1CF		97+ MONTHS T1CF	
	1S0X1 (N=60)	COMP SAMPLE (N=190)	1S0X1 (N=57)	COMP SAMPLE (N=372)	1S0X1 (N=156)	COMP SAMPLE (N=267)
<u>EXPRESSED JOB INTEREST</u>						
INTERESTING	80	72	74	75	78	74
SO-SO	10	18	15	17	12	16
DULL	10	9	11	8	10	9
DID NOT RESPOND	0	1	0	0	0	1
<u>PERCEIVED USE OF TALENTS</u>						
FAIRLY WELL TO PERFECT	88	82	79	82	79	82
NONE TO VERY LITTLE	12	18	21	18	21	17
DID NOT RESPOND	0	0	0	0	0	1
<u>PERCEIVED USE OF TRAINING</u>						
FAIRLY WELL TO PERFECT	90	75	86	78	78	76
NONE TO VERY LITTLE	10	25	14	22	22	23
DID NOT RESPOND	0	0	0	0	0	1
<u>SENSE OF ACCOMPLISHMENT FROM JOB</u>						
SATISFIED	80	68	72	70	67	68
NEUTRAL	2	11	9	6	7	7
DISSATISFIED	18	21	19	24	26	25
DID NOT RESPOND	0	0	0	0	0	0
<u>REENLISTMENT INTENTIONS</u>						
YES OR PROBABLY YES	70	31	75	30	50	39
NO OR PROBABLY NO	8	56	11	49	10	42
WILL RETIRE	22	12	12	16	39	14
DID NOT RESPOND	0	1	2	5	1	5

Comparative data are from the following lateral AFSCs surveyed in 1993: 2G0X1 (661X0), 3S1X1A (734X0A), and 3S1X1B (734X0B)

TABLE 25

COMPARISON OF JOB SATISFACTION INDICATORS FOR AFSC 1S0X1 TAFMS GROUPS IN  
CURRENT STUDY TO 1986 AFSC 241X0 (PERCENT MEMBERS RESPONDING)

	1-48 MONTHS TICF		49-96 MONTHS TICF		97+ MONTHS TICF	
	1993 (N=60)	1986 (N=219)	1993 (N=57)	1986 (N=133)	1993 (N=156)	1986 (N=138)
<u>EXPRESSED JOB INTEREST</u>						
INTERESTING	80	82	74	85	78	80
SO-SO	10	11	15	7	12	8
DULL	10	7	11	8	10	12
DID NOT RESPOND	0	0	0	0	0	0
<u>PERCEIVED USE OF TALENTS</u>						
FAIRLY WELL TO PERFECT	88	87	79	87	79	84
NONE TO VERY LITTLE	12	13	21	13	21	16
DID NOT RESPOND	0	0	0	0	0	0
<u>PERCEIVED USE OF TRAINING</u>						
FAIRLY WELL TO PERFECT	90	85	86	84	78	83
NONE TO VERY LITTLE	10	15	14	16	22	17
DID NOT RESPOND	0	0	0	0	0	0
<u>SENSE OF ACCOMPLISHMENT FROM JOB</u>						
SATISFIED	80	67	72	65	67	65
NEUTRAL	2	8	9	5	7	10
DISSATISFIED	18	25	19	29	26	25
DID NOT RESPOND	0	0	0	0	0	0
<u>REENLISTMENT INTENTIONS</u>						
YES OR PROBABLY YES	70	74	75	74	50	57
NO OR PROBABLY NO	8	12	11	17	10	15
WILL RETIRE	22	12	12	7	39	28
DID NOT RESPOND	0	2	2	2	1	0

TABLE 26

COMPARISON OF CIVILIAN JOB SATISFACTION INDICATORS FOR  
OCCUPATIONAL SERIES 018 (PERCENT MEMBERS RESPONDING)

	GS-07 (N=6)	GS-09 (N=47)	GS-11 (N=108)	GS-12 (N=4)
<u>EXPRESSED JOB INTEREST</u>				
INTERESTING	83	85	89	100
SO-SO	0	6	3	0
DULL	17	4	5	0
DID NOT RESPOND	0	5	3	0
<u>PERCEIVED USE OF TALENTS</u>				
FAIRLY WELL TO PERFECT	83	87	92	75
NONE TO VERY LITTLE	17	9	4	25
DID NOT RESPOND	0	4	4	0
<u>PERCEIVED USE OF TRAINING</u>				
FAIRLY WELL TO PERFECT	83	92	87	50
NONE TO VERY LITTLE	17	4	9	50
DID NOT RESPOND	0	4	4	0
<u>SENSE OF ACCOMPLISHMENT FROM JOB</u>				
SATISFIED	83	77	78	75
NEUTRAL	17	2	1	0
DISSATISFIED	0	15	18	25
DID NOT RESPOND	2	6	3	0

TABLE 27

COMPARISON OF JOB SATISFACTION INDICATORS FOR  
IDENTIFIED JOB GROUPS AND CLUSTERS (PERCENT MEMBERS RESPONDING)

	SAFETY TECHNICIAN JOB (N=365)	MISHAP INVESTIGATION JOB (N=7)	MISSILE AND EXPLOSIVES JOB (N=10)	MANAGEMENT AND SUPERVISION CLUSTER (N=21)
<u>EXPRESSED JOB INTEREST</u>				
INTERESTING	83	71	70	67
SO-SO	9	29	10	14
DULL	7	0	10	14
DID NOT RESPOND	1	0	10	5
<u>PERCEIVED USE OF TALENTS</u>				
FAIRLY WELL TO PERFECT	87	86	80	62
NONE TO VERY LITTLE	12	14	10	33
DID NOT RESPOND	1	0	10	5
<u>PERCEIVED USE OF TRAINING</u>				
FAIRLY WELL TO PERFECT	88	57	90	57
NONE TO VERY LITTLE	11	43	0	38
DID NOT RESPOND	1	0	10	5
<u>SENSE OF ACCOMPLISHMENT FROM JOB</u>				
SATISFIED	76	14	50	62
NEUTRAL	4	14	0	5
DISSATISFIED	18	72	40	29
DID NOT RESPOND	1	0	10	5
<u>REENLISTMENT INTENTIONS</u>				
YES OR PROBABLY YES	36	43	20	52
NO OR PROBABLY NO	5	29	0	24
WILL RETIRE	18	14	30	19
DID NOT RESPOND/DOES NOT APPLY	41	14	50	5

## IMPLICATIONS

As explained in the **INTRODUCTION**, this survey was conducted primarily to ensure a current data base for the Safety career ladder (AFSC 1S0X1) and the related civilian career field (Occupational Series 018). Data compiled from this survey support the military and civilian career structures. Specialty Job Analysis indicates no clear delineation between the military and civilian personnel, as both military and civilian respondents are represented to some extent in all identified jobs and clusters. Furthermore, AFMAN 36-2108 *Specialty Descriptions* for the AFSC 1S0X1 career ladder accurately portray the clusters and jobs identified in this study.

The Specialty Training Standard (STS) and the Plan of Instruction for course L3ALR1S031-002 (POI) are well-supported by survey data. However, there are several tasks not matched in the POI that require review for possible inclusion in the training documents.

No serious job satisfaction problems appear to exist within this specialty. For the most part, military and civilian respondents appear satisfied with their jobs. AFSC 1S0X1 military reenlistment intentions are much higher than those of a comparative sample of similar Air Force personnel surveyed in 1993.

**APPENDIX A**

**REPRESENTATIVE TASKS PERFORMED BY  
MEMBERS OF CAREER LADDER JOBS**

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TABLE A1  
SAFETY TECHNICIAN JOB  
(STG 40)

TASKS	PERCENT MEMBERS PERFORMING (N=365)
E108 Write safety inspection reports	97
G196 Inspect sites or facilities for slipping hazards	97
G189 Inspect sites or facilities for electrical hazards	96
G136 Inspect administrative areas	95
G195 Inspect sites or facilities for safety practices employed in use of tools or equipment	95
G197 Inspect sites or facilities for utilization of personal protective equipment or clothing	95
G218 Review safety inspection follow-up actions	95
G187 Inspect sites or facilities for condition of personal protective equipment or clothing	94
I241 Interview injured persons or persons directly involved in mishaps	94
C47 Evaluate hazard reports	94
G156 Inspect facilities for currency of safety bulletin boards	93
G168 Inspect machinery	93
E98 Process AF Forms 457	92
I260 Review mishap or incident reports	92
G169 Inspect material handling or lifting devices	92
E100 Review AF Forms 332 (Base Civil Engineer Work Request)	91
I259 Review mishap findings to determine causal factors	90
I258 Review initial mishap findings to determine reportability	89
H229 Conduct safety briefings	89
J287 Write safety-related articles	89
G191 Inspect sites or facilities for handling or storage of hazardous materials	89
B36 Participate in staff meetings	88
G135 Evaluate workplace safety briefings	88
F109 Distribute mishap briefs, mishap prevention briefs, crosstails, or safety bulletins	88
F123 Prepare mishap briefs, mishap prevention briefs, or safety bulletins	87
G167 Inspect machine shops	87
I265 Write formal mishap reports	87
G193 Inspect sites or facilities for operational status of emergency lighting systems	87
J280 Coordinate safety inspections with appropriate agencies	87

TABLE A2  
MISHAP INVESTIGATION JOB  
(STG 31)

<u>TASKS</u>		PERCENT MEMBERS PERFORMING (N=7)
I259	Review mishap findings to determine causal factors	100
I260	Review mishap or incident reports	100
I256	Review hospital admission, disposition, or emergency treatment logs	100
I258	Review initial mishap findings to determine reportability	100
E100	Review AF Forms 332 (Base Civil Engineer Work Request)	100
I241	Interview injured persons or persons directly involved in mishaps	86
B22	Conduct mishap trend analysis	86
E86	Log civilian injury or illness data	86
I249	Prepare mishap summaries	86
I257	Review implementation of internal mishap notification procedures	86
E92	Maintain logs of civilian injury or illness data	86
E108	Write safety inspection reports	86
I265	Write formal mishap reports	86
I248	Prepare AF Forms 1057 (Class C Off-duty Mishap Log)	71
I242	Maintain mishap statistics	71
G136	Inspect administrative areas	71
I243	Maintain mishap trend analysis reports	71
I244	Obtain estimated monetary property damage losses	71
A9	Monitor hazard reporting systems	71
J274	Coordinate mishap investigations with appropriate agencies	71
G189	Inspect sites or facilities for electrical hazards	71
G196	Inspect sites or facilities for slipping hazards	71
F123	Prepare mishap briefs, mishap prevention briefs, or safety bulletins	71

TABLE A3

MISSILE AND EXPLOSIVES SAFETY JOB  
(STG 49)

TASKS	PERCENT MEMBERS PERFORMING (N=10)
B35 Interpret policies, directives, or procedures	100
K293 Inspect explosives handling operations	100
K296 Inspect installation, removal, or transportation of explosives	100
K292 Evaluate uploading, downloading, or payload exchange of explosives	100
E108 Write safety inspection reports	100
A16 Review contingency plans	100
K294 Inspect explosives maintenance or support facilities	100
K295 Inspect explosives support equipment	100
K299 Monitor explosives hazardous operations	100
G221 Review unit safety training programs	100
C44 Evaluate commander or functional manager involvement in mishap prevention	100
B36 Participate in staff meetings	100
K300 Monitor explosives safety training	100
A4 Develop safety checklists	100
A3 Determine work priorities	100
A18 Serve as advisor to commanders on safety-related topics	100
I239 Brief mishap status	100
I240 Establish coordination for mishap or incident reports	100
J273 Coordinate explosives safety- or fire-related materials with appropriate agencies	90
G175 Inspect munitions storage areas	90
G174 Inspect munitions maintenance shops	90
K298 Maintain explosive safety plans	90
J274 Coordinate mishap investigations with appropriate agencies	90
G216 Review currency of mishap prevention programs	90
K297 Maintain AF Forms 2047 (Explosives Facility License)	90
H232 Conduct unit safety representative safety training	90
K301 Monitor roadways for explosives or explosives equipment	90
G217 Review currency of technical orders (TOs) or operating instructions	90
J280 Coordinate safety inspections with appropriate agencies	90
B30 Finalize applications for explosives facilities licenses	90
G224 Verify number of required personnel present during hazardous operations	90

TABLE A4  
MANAGEMENT AND SUPERVISION CLUSTER  
(STG 24)

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING (N=21)</u>
B35 Interpret policies, directives, or procedures	90
A7 Develop safety publications	86
B36 Participate in staff meetings	86
A18 Serve as advisor to commanders on safety-related topics	81
F109 Distribute mishap briefs, mishap prevention briefs, crosstails, or safety bulletins	76
A3 Determine work priorities	76
B28 Direct maintenance of administrative files	76
A8 Draft budget requirements	76
A4 Develop safety checklists	71
E85 Initiate changes for publications, other than technical orders	71
C53 Evaluate safety-related suggestions	71
E103 Review ground mishap and safety education summary data	67
F123 Prepare mishap briefs, mishap prevention briefs, or safety bulletins	67
B22 Conduct mishap trend analysis	62
J287 Write safety-related articles	62
A13 Prepare or update office operating instructions	62
J267 Coordinate changes in technical publications with appropriate agencies	62
F124 Research technical publications or manuals	57
A16 Review contingency plans	57
E104 Review safety awards	57
D82 Select individuals for specialized training	52
B26 Develop work methods or procedures	52
A11 Plan or schedule work assignments	52
C60 Write EPRs	52
A6 Develop safety inspection schedules	52

## **APPENDIX B**

### **EXPANDED LISTING OF TASK MODULES AND TASK STATEMENTS**

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- 28 G 156 Inspect facilities for currency of safety bulletin boards
- 29 G 167 Inspect machine shops
- 30 G 168 Inspect machinery
- 31 G 169 Inspect material handling or lifting devices
- 32 G 187 Inspect sites or facilities for condition of personal protective equipment or clothing
- 33 G 188 Inspect sites or facilities for corrosion, deterioration, or leaks
- 34 G 189 Inspect sites or facilities for electrical hazards
- 35 G 190 Inspect sites or facilities for environmental health hazards
- 36 G 191 Inspect sites or facilities for handling or storage of hazardous materials
- 37 G 192 Inspect sites or facilities for operational status of emergency escape routes
- 38 G 193 Inspect sites or facilities for operational status of emergency lighting systems
- 39 G 195 Inspect sites or facilities for safety practices employed in use of tools or equipment
- 40 G 196 Inspect sites or facilities for slipping hazards
- 41 G 197 Inspect sites or facilities for utilization of personal protective equipment or clothing
- 42 G 203 Inspect vehicle operators for seat belt usage
- 43 G 214 Monitor vehicle operators for seat belt usage
- 44 G 216 Review currency of mishap prevention programs
- 45 G 218 Review safety inspection followup actions
- 46 G 219 Review safety inspection schedules
- 47 G 221 Review unit safety training programs
- 48 H 229 Conduct safety briefings
- 49 I 239 Brief mishap status
- 50 I 240 Establish coordination for mishap or incident reports
- 51 I 241 Interview injured persons or persons directly involved in mishaps
- 52 I 244 Obtain estimated monetary property damage losses
- 53 I 248 Prepare AF Forms 1057 (Class C Off-Duty Mishap Log)
- 54 I 249 Prepare mishap summaries
- 55 I 256 Review hospital admission, disposition, or emergency treatment logs
- 56 I 257 Review implementation of internal mishap notification procedures
- 57 I 258 Review initial mishap findings to determine reportability
- 58 I 259 Review mishap findings to establish causal factors
- 59 I 260 Review mishap or incident reports
- 60 I 265 Write formal mishap reports
- 61 J 274 Coordinate mishap investigations with appropriate agencies
- 62 J 280 Coordinate safety inspections with appropriate agencies
- 63 J 287 Write safety-related articles



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0002 Civilian injury/illness

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- 1 E 86 Log civilian injury or illness data
- 2 E 92 Maintain logs of civilian injury or illness data
- 3 I 255 Review Federal employee notice of injury or occupational illnesses forms to determine investigation requirements
- 4 J 268 Coordinate civilian injuries with base civilian personnel offices (CPOs)

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0003 Training, education, and promotional material coordination

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- 1 J 275 Coordinate preconstruction with base civil engineer or contracting offices
- 2 J 279 Coordinate safety education with appropriate agencies
- 3 J 281 Coordinate safety promotional materials with appropriate agencies
- 4 J 282 Coordinate safety training, lectures, or special campaigns or programs with appropriate agencies
- 5 J 284 Procure or assemble safety promotional or reference materials from other safety organizations
- 6 J 285 Review blueprints or specifications of buildings
- 7 J 286 Review drawings, layouts, or specifications of work areas

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0004 Base on-site inspections

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- 1 B 20 Brief contractors at prework conferences concerning safety requirements
- 2 G 129 Evaluate aircraft refueling operations, other than hot-pit
- 3 G 137 Inspect aerospace ground equipment (AGE) shops
- 4 G 138 Inspect aircraft towing operations
- 5 G 139 Inspect arts and crafts centers
- 6 G 140 Inspect athletic fields
- 7 G 141 Inspect auto hobby shops
- 8 G 142 Inspect base child care centers
- 9 G 143 Inspect battery shops
- 10 G 144 Inspect bowling centers
- 11 G 145 Inspect carpentry shops
- 12 G 147 Inspect club facilities
- 13 G 148 Inspect commissary facilities
- 14 G 150 Inspect construction operations
- 15 G 151 Inspect cryogenic facilities
- 16 G 152 Inspect dormitory, transient, or contract quarters

- 17 G 153 Inspect engine shops
- 18 G 154 Inspect exchange facilities
- 19 G 155 Inspect fabrication shops
- 20 G 157 Inspect firing ranges
- 21 G 158 Inspect flightline servicing areas
- 22 G 159 Inspect food service facilities
- 23 G 160 Inspect fuel cell facilities
- 24 G 161 Inspect golf courses
- 25 G 162 Inspect gymnasiums
- 26 G 163 Inspect hangar facilities
- 27 G 164 Inspect home child care facilities
- 28 G 165 Inspect hospital facilities
- 29 G 166 Inspect life support shops
- 30 G 171 Inspect military recreational areas
- 31 G 172 Inspect motor pool servicing areas
- 32 G 173 Inspect motor vehicle maintenance shops
- 33 G 174 Inspect munitions maintenance shops
- 34 G 175 Inspect munitions storage areas
- 35 G 176 Inspect nondestructive inspection (NDI) shops
- 36 G 177 Inspect on- or off-duty safety procedures for recreation or sports programs
- 37 G 178 Inspect paint shops
- 38 G 179 Inspect parachute shops
- 39 G 180 Inspect petroleum, oils, and lubricants (POL) facilities
- 40 G 181 Inspect photo facilities
- 41 G 182 Inspect power production plants
- 42 G 184 Inspect recreation centers
- 43 G 185 Inspect security police armories
- 44 G 199 Inspect support equipment towing operations
- 45 G 200 Inspect swimming facilities
- 46 G 201 Inspect tennis courts
- 47 G 202 Inspect tire shops
- 48 G 204 Inspect water treatment plants
- 49 G 205 Inspect welding operations
- 50 G 206 Monitor aircraft engine run-ups
- 51 G 207 Monitor aircraft jacking operations
- 52 G 208 Monitor aircraft launch or recovery operations
- 53 H 227 Conduct local conditions traffic safety courses (Course II)
- 54 H 231 Conduct supervisor safety training

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0005 Coordination with outside agencies

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- 1 J 269 Coordinate contracting performance with appropriate agencies
- 2 J 270 Coordinate courtesy reports with appropriate agencies

- 3 J 277 Coordinate procurement of safety equipment with appropriate agencies
- 4 J 278 Coordinate purchase of safety materials with base procurement office

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0006 Safety education

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- 1 H 225 Conduct commander or functional manager safety training
- 2 H 226 Conduct driver improvement programs (Course V)
- 3 H 233 Coordinate maintenance or procurement of safety materials with audiovisual
- 4 H 234 Develop safety education courses
- 5 H 235 Maintain AF Forms 1286 (Safety Education Call Roster)
- 6 H 236 Maintain safety education libraries
- 7 H 237 Monitor motorcycle safety training
- 8 H 238 Prepare safety course schedules

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0007 Management and administration

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- 1 A 2 Determine or establish logistics requirements, such as equipment, supplies, personnel, tools, or workspace
- 2 A 5 Develop safety incentive programs
- 3 A 7 Develop safety publications
- 4 A 8 Draft budget requirements
- 5 A 11 Plan or schedule work assignments
- 6 A 13 Prepare or update office operating instructions
- 7 A 16 Review contingency plans
- 8 B 26 Develop work methods or procedures
- 9 B 27 Direct development or maintenance of status boards, graphs, or charts
- 10 B 28 Direct maintenance of administrative files
- 11 C 52 Evaluate requests for variance from established safety procedures
- 12 E 85 Initiate changes for publications, other than technical orders
- 13 E 90 Maintain files of publication libraries, other than safety education libraries
- 14 E 96 Prepare safety awards
- 15 E 104 Review safety awards

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0008 Environment, OSHA, committees, and working group

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- 1 C 45 Evaluate Environmental Differential Pay Program
- 2 C 46 Evaluate evacuation or housing of aircraft in event of natural phenomena
- 3 F 110 Monitor flight operations

- 4 F 112 Monitor work area security of sensitive information
- 5 F 115 Participate as member on environmental protection committees
- 6 F 116 Participate as member on facilities utilization boards (FUBs)
- 7 F 117 Participate as member on Federal Employee's Compensation Act (FECA) working groups
- 8 F 125 Review aircraft parking plans
- 9 I 246 Participate as advisor on mishap investigation boards
- 10 I 253 Review aircraft maintenance records
- 11 I 261 Review reports of loss claims
- 12 I 264 Review statements of charges or reports of survey
- 13 I 266 Write high accident potential (HAP) reports
- 14 J 271 Coordinate enforcement of OSHA, occupational safety and health hazards, and inspection items with Dept of Labor
- 15 J 272 Coordinate Environmental Differential Pay Program with base CPOs

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0009 First-line supervision

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- 1 A 1 Assign personnel to duty positions
- 2 A 17 Schedule leaves or passes
- 3 A 19 Write job descriptions
- 4 B 21 Complete personnel action requests
- 5 B 23 Conduct staff meetings
- 6 B 24 Counsel personnel on personal or military-related problems
- 7 B 29 Direct utilization of equipment
- 8 B 31 Implement cost-reduction programs
- 9 B 38 Supervise Apprentice Safety Specialists (AFSC 24130)
- 10 B 39 Supervise civilian personnel
- 11 B 40 Supervise military personnel in AFSCs other than 241X0
- 12 B 41 Supervise Safety Specialists (AFSC 24150)
- 13 B 43 Supervise Safety Technicians (AFSC 24170)
- 14 C 48 Evaluate job descriptions
- 15 C 51 Evaluate personnel for promotion, demotion, or reclassification
- 16 C 55 Evaluate work schedules
- 17 C 57 Indorse enlisted performance reports (EPRs)
- 18 C 59 Write civilian performance appraisals
- 19 C 60 Write EPRs
- 20 D 62 Assign on-the-job training (OJT) trainers
- 21 D 63 Conduct OJT
- 22 D 65 Counsel trainees on training progress
- 23 D 66 Determine OJT or qualification training requirements
- 24 D 67 Determine training requirements, other than OJT or qualification
- 25 D 69 Develop job qualification standards (JQSs)
- 26 D 73 Evaluate OJT trainees

- 27 D 74 Evaluate proficiency training of assigned personnel
- 28 D 78 Maintain training records
- 29 D 79 Monitor personnel enrolled in career development courses (CDCs)
- 30 D 80 Plan or schedule OJT
- 31 D 82 Select individuals for specialized training
- 32 D 83 Serve as training advisor at staff level
- 33 F 121 Participate as member on substance abuse control committees (SACCs)

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0010 Reports review

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- 1 E 94 Make entries on technical order system forms, such as AFTO Forms 22, 27, or 131
- 2 E 102 Review Category-I or safety-related Category-II materiel deficiency reports (MDRs) or service reports (SRs)
- 3 E 105 Review teardown deficiency reports (TDRs)
- 4 E 106 Review technical order system forms, such as AFTO Forms 22, 27, or 131

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0011 Explosives

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- 1 B 30 Finalize applications for explosives facilities licenses
- 2 K 288 Coordinate development of explosives safety waivers with appropriate agencies
- 3 K 289 Coordinate development of explosives site plans
- 4 K 290 Evaluate explosives safety briefings
- 5 K 292 Evaluate uploading, downloading, or payload exchange of explosives
- 6 K 293 Inspect explosives handling operations
- 7 K 294 Inspect explosives maintenance or support facilities
- 8 K 295 Inspect explosives support equipment
- 9 K 296 Inspect installation, removal, or transportation of explosives
- 10 K 297 Maintain AF Forms 2047 (Explosives Facility License)
- 11 K 298 Maintain explosives site plans
- 12 K 299 Monitor explosives hazardous operations
- 13 K 300 Monitor explosives safety training
- 14 K 301 Monitor roadways for explosives or support equipment transport
- 15 K 302 Review explosives maintenance records
- 16 K 303 Review explosives site plans

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0012    Formal school training

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- 1    D 61    Administer or score tests
- 2    D 64    Conduct resident course classroom training
- 3    D 68    Develop formal course curricula, plans of instructions (POIs), or specialty training standards (STSs)
- 4    D 71    Direct or implement resident training programs
- 5    D 72    Establish study reference files
- 6    D 75    Evaluate progress of resident course students
- 7    D 76    Evaluate training methods, techniques, or programs
- 8    D 77    Maintain study reference files
- 9    D 81    Procure training aids, space, or equipment

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0013    Nuclear weapons

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- 1    M 331    Determine content of nuclear surety lesson plans
- 2    M 332    Distribute nuclear surety-related education or publicity materials
- 3    M 333    Evaluate nuclear surety education and training programs
- 4    M 334    Evaluate personnel reliability programs (PRPs)
- 5    M 335    Investigate nuclear accidents, incidents, or deficiencies
- 6    M 336    Monitor compliance with nuclear weapons system safety rules (NWSSRs)
- 7    M 337    Monitor corrective actions for nuclear surety discrepancies noted during inspections
- 8    M 338    Monitor nuclear convoy procedures
- 9    M 339    Monitor nuclear convoy routes or plans
- 10    M 340    Monitor nuclear surety education and training programs
- 11    M 341    Monitor security of nuclear weapons
- 12    M 342    Monitor use or maintenance of nuclear safety certified equipment
- 13    M 343    Participate in plans preparation for support of nuclear logistics movement support missions
- 14    M 344    Perform nuclear surety inspections
- 15    M 345    Perform spot inspections of sites or facilities for adherence with two-person concept
- 16    M 346    Report nuclear accidents, incidents, or deficiencies
- 17    M 347    Review nuclear surety plans or programs
- 18    M 348    Review nuclear surety regulations or operating instructions
- 19    M 349    Serve as advisor to commanders or staff on nuclear surety-related matters

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0014 Tasks not referenced

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- 1 A 10 Plan base safety programs
- 2 A 12 Plan unit safety officer and NCO training programs
- 3 A 14 Prepare safety council agendas
- 4 A 15 Prepare safety exhibits for base or local events
- 5 B 22 Conduct mishap trend analysis
- 6 B 25 Develop mishap notification procedures
- 7 B 32 Implement hazard reporting systems
- 8 B 33 Implement unit safety officer and NCO training programs
- 9 B 34 Indoctrinate newly assigned personnel
- 10 B 37 Provide safety staff supervision during hazardous operations
- 11 B 42 Supervise Safety Superintendents (AFSC 24190)
- 12 C 54 Evaluate unit emergency, disaster preparedness, or alert plans or procedures
- 13 C 56 Indorse civilian performance appraisals
- 14 C 58 Participate in disaster preparedness response actions
- 15 D 70 Develop phase tests for evaluating upgrade training progress
- 16 D 84 Write training reports
- 17 E 87 Maintain AF Forms 273 (Air Force Nominations National Safety Council Awards Worksheet - Year\_\_)
- 18 E 88 Maintain AF Forms 3 (Hazard Abatement Plan) or comparable forms
- 19 E 89 Maintain AF Forms 457 (USAF Hazard Report)
- 20 E 91 Maintain ground mishap and safety education summary data
- 21 E 99 Process hazardous air traffic reports (HATRs)
- 22 E 101 Review AF Forms 9 (Request for Purchase)
- 23 E 103 Review ground mishap and safety education summary data
- 24 E 107 Write safety council minutes
- 25 F 111 Monitor hazard communications programs
- 26 F 113 Participate as member on airman or NCO advisory councils
- 27 F 114 Participate as member on athletic boards
- 28 F 118 Participate as member on hazard review boards
- 29 F 119 Participate as member on missile movement boards
- 30 F 120 Participate as member on nuclear surety councils
- 31 F 122 Participate as member or advisor on safety councils
- 32 F 126 Serve as advisor to clubs, such as NCO clubs
- 33 F 127 Serve as advisor to membership clubs, such as motorcycle, parachute, or scuba
- 34 G 128 Evaluate aircraft hot-pit refueling operations
- 35 G 131 Evaluate cryogenic procedures
- 36 G 132 Evaluate job safety analysis
- 37 G 134 Evaluate standardization board or maintenance debriefings
- 38 G 170 Inspect membership clubs, such as motorcycle, parachute, or scuba
- 39 G 183 Inspect railroad operations
- 40 G 186 Inspect sites or facilities for color coding of physical hazards

- 41 G 194 Inspect sites or facilities for operational use of lasers
- 42 G 198 Inspect skating rinks
- 43 G 209 Monitor emergency vehicle response procedures
- 44 G 210 Monitor hazardous training operations
- 45 G 211 Monitor high risk driver or mishap potential personnel programs
- 46 G 212 Monitor traffic vehicle flow
- 47 G 213 Monitor vehicle operations programs
- 48 G 215 Review currency of load test dates, calibration dates, or inspection dates
- 49 G 217 Review currency of technical orders (TOs) or operating instructions
- 50 G 220 Review site or facility flood control procedures
- 51 G 222 Verify control of smoking materials or areas
- 52 G 223 Verify control of spark- or flame-producing devices
- 53 G 224 Verify number of required personnel present during hazardous operations
- 54 H 228 Conduct motorcycle safety training
- 55 H 230 Conduct standard traffic safety courses (Course I)
- 56 H 232 Conduct unit safety representative safety training
- 57 I 242 Maintain mishap statistics
- 58 I 243 Maintain mishap trend analysis reports
- 59 I 245 Obtain measurements of distances or dimensions
- 60 I 247 Photograph mishap scenes, damaged equipment, or property
- 61 I 250 Prepare sketch drawings of mishap scenes
- 62 I 251 Record environmental or physical conditions at mishap scenes
- 63 I 252 Record types or mechanical conditions of vehicles or equipment
- 64 I 254 Review command post daily logs
- 65 I 262 Review security police blotters
- 66 I 263 Review SF 91 (Operator's Report of Motor Vehicle Accident)
- 67 J 267 Coordinate changes in technical publications with appropriate agencies
- 68 J 273 Coordinate explosives safety- or fire-related materials with appropriate agencies
- 69 J 276 Coordinate preparation or presentation of flight safety meetings with appropriate agencies
- 70 J 283 Coordinate traffic surveys with appropriate agencies
- 71 K 291 Evaluate integrated combat turns (ICTs)
- 72 L 304 Evaluate hazardous phases of missile procedures
- 73 L 305 Evaluate missile facility maintenance
- 74 L 306 Evaluate missile or weapons systems movements
- 75 L 307 Evaluate missile pressurization operations above one-fourth burst pressure
- 76 L 308 Evaluate missile safety briefings
- 77 L 309 Evaluate propellant transfer or servicing operation procedures
- 78 L 310 Evaluate static firing of missile propulsion systems
- 79 L 311 Evaluate uploading, downloading, or payload exchange of missile or weapons systems procedures
- 80 L 312 Inspect installation, removal, or transportation of weapons or space systems
- 81 L 313 Inspect missile facility maintenance
- 82 L 314 Inspect missile launch control facilities
- 83 L 315 Inspect missile maintenance or support facilities



- 84 L 316 Inspect missile service or umbilical towers
- 85 L 317 Inspect missile support equipment
- 86 L 318 Inspect propellant or missile storage or transfer areas
- 87 L 319 Inspect workcages or man-lift systems
- 88 L 320 Monitor missile hazardous operations
- 89 L 321 Monitor missile launch, abort, or recovery operations
- 90 L 322 Monitor missile safety training
- 91 L 323 Monitor propellant tank entry procedures
- 92 L 324 Monitor roadways for missile or support equipment transport
- 93 L 325 Operate safety consoles at control centers during hazardous operations
- 94 L 326 Review missile maintenance records
- 95 L 327 Verify lifting device certifications
- 96 L 328 Verify missiles are safed for maintenance
- 97 L 329 Verify use of safety belts, harnesses, or lanyards during launching tube or duct operations
- 98 M 330 Coordinate AFTO Forms 22 (Tech Order Sys Publication Improvement Report and Reply) concerning nuclear surety

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